

ENGAGEMENT LETTER

Dear _____,

I. THE PARTIES. This Engagement Letter ("Letter"), dated on _____, 20____, confirms requested by:

Client: _____ with a mailing address of _____, ("Client") and agrees to hire

Service Provider: _____ with a mailing address of _____ ("Service Provider").

II. SERVICES PROVIDED. The Service Provider is required to provide the following:

Hereinafter known as the "Services."

III. FEES. For the Services, the Client shall pay the Service Provider: (check one)

- \$_____ / Hour.
- \$_____ as a total amount for the Services.
- Other: _____

In addition, the Client may be charged for any administrative fees, filings, or any other costs directly or indirectly related to the Services.

IV. RETAINER. As part of this Letter, the Client agrees: (check one)

- A Retainer Payment is **Required**. The amount shall be \$_____ due and payable at the time of signature. The Retainer Payment shall be: (check one)
 - Refundable
 - Non-Refundable
- A Retainer Payment is **Not Required**.

V. PRIMARY CONTACT (CLIENT). The primary contact for the Client regarding the Services mentioned in this Letter shall be:



Individual's Name: _____

Phone: _____

E-Mail: _____

VI. TERMINATION. The Services shall terminate: (check one)

- Upon completion of the Services.

- On the end date of _____, 20____.

- Written notice by either party of ____ day(s).

- Other. _____

VII. ADDITIONAL TERMS. _____

The Client shall

be required to provide accurate information to the Service Provider in a timely manner. If any information produced by the Client is not accurate the Service Provider shall be held harmless from any legal, financial, or other liability as a result of such information.

IN WITNESS WHEREOF, the Client and Service Provider agree to the terms and conditions contained in this Letter.

Client's Signature _____ **Date** _____

Service Provider's Signature _____ **Date** _____