

ENGAGEMENT LETTER

This Engagement Letter ("Letter") constitutes an agreement made and entered into as of [Date] between [Your Company Name], hereinafter referred to as "Company," with a mailing address of [Company Address] and [Client Name], hereinafter referred to as "Client," with a mailing address of [Client Address].

1. Services

The Company agrees to provide the following services to the Client (the "Services"):

[Description of Services]

2. Fees and Payment

The fee for the Services will be [Flat Fee] or [Hourly Rate] multiplied by [Estimated Hours], whichever is chosen. The total fee will be agreed upon by both parties.

3. Term and Termination

This Letter becomes effective on the date first written above and remains in effect until the Services are completed or terminated as outlined in this document.

Either party may terminate this Agreement by providing written notice to the other party at least [Number] days in advance.

4. Client Responsibilities

Client agrees to:

- Provide all necessary information and materials promptly.
- Fully cooperate with the Service Provider during the project.
- Make timely payments as outlined in Section 2.

5. Confidentiality

The Company will keep all confidential information from the Client related to the Services strictly confidential.

7. Governing Law

This Letter shall be governed under the laws in the State of _____.

8. Severability

Each provision of this Agreement shall be considered separable and if for any reason any provision or provisions herein are determined to be invalid, unenforceable, or illegal under any existing or future law, such invalidity, unenforceability, or illegality shall not impair the operation of or affect those portions of this Letter which are valid, enforceable and legal.

9. Additional Terms

10. Entire Agreement

This Letter, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Letter supersedes any prior agreements, promises, conditions, or understandings between the Company and Client.

IN WITNESS WHEREOF, the parties hereto have executed this Letter as of the date first above written.

Company

CLIENT

By _____

By _____

Name:

Name: