

Engagement Letter

Inkly Sample Template | Not Legal Advice

Date: [Date]

[Client Name]

[Client Company]

[Client Address]

Dear [Client Name],

Thank you for choosing [Company Name]. We are pleased to confirm our engagement to provide professional services as outlined in this letter.

Scope of Services

We will provide the following services ("Services"):

- [Describe service 1]
- [Describe service 2]
- [Describe service 3]

Services not listed above are outside the scope of this engagement and will require a separate written agreement.

Timeline

Estimated Start: [Start Date]

Estimated Completion: [End Date or Ongoing]

Fees

[Company Name]'s fees for this engagement are:

- [Flat fee of \$[Amount] / Hourly rate of \$[Amount] per hour / Monthly retainer of \$[Amount]]
- Expenses: [Included / Billed separately at cost with prior approval]

Invoices will be issued [weekly / monthly / at project completion] and are due within [Number] days of receipt.

Billing and Payment

A retainer of \$[Amount] is due upon signing this letter and will be applied to the final invoice. [Company Name] reserves the right to pause work if invoices are more than [Number] days overdue.

Client Responsibilities

To allow us to complete the Services effectively, you agree to:

- Provide timely responses to requests for information or approvals
- Supply any documents, access, or materials needed for the engagement
- Notify us promptly of any changes to your objectives or circumstances

Confidentiality

We will keep all client information strictly confidential and will not disclose it to third parties without your consent, except as required by law.

Ownership of Work Product

Upon full payment, all deliverables created specifically for this engagement will become your property. [Company Name] retains ownership of any pre-existing tools, templates, or methods used in delivering the Services.

Limitation of Liability

[Company Name]'s liability for any claim arising from this engagement is limited to the fees paid by [Client Name] in the [Number] months preceding the claim. We are not liable for indirect or consequential damages.

Termination

Either party may end this engagement with [Number] days written notice. Payment is due for all work completed through the termination date.

Governing Law

This letter is governed by the laws of the state of [State].

Please sign and return this letter to confirm your acceptance. We look forward to working with you.

Sincerely,

[Your Name]

[Title]

[Company Name]

SIGNATURES

[Company Name]

[Client Name]

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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