

Engagement Letter

Date: _____

To: [Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to confirm our engagement to provide media archive services for your organization. This letter outlines the terms of our agreement and the scope of the services we will provide.

Scope of Services

We will assist you in the following areas:

- Cataloging and organizing media archives
- Digitizing physical media
- Developing a media management strategy
- Providing ongoing support and maintenance

Fees and Payment Terms

Our fees for the services described above will be as follows:

- Hourly Rate: \$_____ per hour
- Estimated Total Cost: \$_____

Invoices will be issued monthly and are due upon receipt.

Project Timeline

The proposed timeline for this engagement is as follows:

- Initial Assessment: [Start Date] - [End Date]
- Doubt Addressing and Planning: [Start Date] - [End Date]
- Implementation and Support: [Start Date] - [End Date]

Please indicate your acceptance of this engagement by signing below and returning a copy of this letter by [Date].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Signature] _____ Date: _____