

# Service Charge Outline

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

We are pleased to welcome you as a new client. In order to provide you with the best service possible, we would like to outline our service charges.

## Service Charges Overview

- **Consultation Fee:** [Amount] - [Description of service]
- **Hourly Rate:** [Amount] - [Description of service]
- **Fixed Package Rate:** [Amount] - [Description of included services]
- **Additional Services:** [List any additional service charges]

All fees are due upon receipt of invoice, and we accept various payment methods including credit card, bank transfer, and checks.

If you have any questions regarding our service charges or would like further clarification, please feel free to reach out.

Thank you for choosing [Your Company Name]. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]