

Consultancy Retainer Agreement

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

We are pleased to present this Consultancy Retainer Agreement for Creative Design Services between [Your Company Name] and [Client's Name]. This agreement outlines the terms and conditions under which [Your Company Name] will provide services to [Client's Name].

1. Services Provided

[Your Company Name] agrees to provide the following creative design services:

- Brand identity design
- Web design and development
- Marketing materials design
- Social media graphics

2. Retainer Fee

The retainer fee for the services described above is [Specify Amount] per month, payable by the first of each month.

3. Term

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated by either party with a written notice of [Specify Period].

4. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information obtained during the term of this agreement.

5. Governing Law

This agreement shall be governed by the laws of [Your State/Country].

We look forward to working together to achieve your creative goals.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Name]

[Client's Title]

[Client's Company Name]

[Date]