

Consulting Fee Arrangement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for considering my consulting services. This letter outlines the fee arrangement for the consulting services I will provide.

Scope of Services

[Brief description of the services to be provided]

Consulting Fee

The consulting fee will be [insert fee, e.g., \$150 per hour], billed [weekly/monthly/upon completion].

Payment Terms

Payment is due [insert payment terms, e.g., within 30 days of receiving the invoice].

Confidentiality

Both parties agree to keep all information confidential unless agreed otherwise in writing.

Please sign below to indicate your acceptance of this fee arrangement.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted By: _____

Date: _____