

# Professional Services Fee Agreement

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Client Address:** [Insert Client Address]

Dear [Client Name],

This Professional Services Fee Agreement (the "Agreement") outlines the terms and conditions under which [Your Company Name] will provide professional services to [Client Name].

## 1. Services Provided

[Describe the services to be provided.]

## 2. Fees

The fee for the services rendered will be [Insert Fee Amount]. Payment is due [Insert Payment Terms].

## 3. Term of Agreement

This Agreement will commence on [Start Date] and continue until [End Date] or until terminated by either party with [Notice Period].

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding this Agreement's terms and the information exchanged during the provision of services.

## 5. Acceptance

Please sign below to confirm your acceptance of this Agreement.

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[Your Name]

[Your Title]

[Your Company Name]

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[Client Name]  
[Client Title/Position]

Thank you for your business!

Sincerely,  
[Your Name]  
[Your Company Name]  
[Your Contact Information]