

Consulting Compensation Structure

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient Name],

We are pleased to outline the compensation structure for consulting services provided by [Your Company Name]. This document aims to provide clarity on the payment terms and structure for our collaboration.

Compensation Structure

1. Consulting Fees

The consulting fees will be structured as follows:

- Hourly Rate: \$[Insert Rate]
- Project-Based Fee: \$[Insert Fee]
- Retainer Fee: \$[Insert Fee]

2. Payment Terms

Payments are due within [Insert Number] days of invoice receipt. Invoices will be issued [Insert Frequency].

3. Additional Expenses

All reasonable expenses incurred during the consulting process, including travel, materials, and other applicable costs, will be billed separately.

We appreciate your interest in working with [Your Company Name], and we look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Your Contact Information]