

# Consulting Fee Agreement

Date: [Insert Date]

From:

[Consultant's Name]  
[Consultant's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

This letter serves as a formal agreement regarding consulting fees for services provided by [Consultant's Name] to [Client's Name]. The agreed fee structure is as follows:

- Hourly Rate: \$[Amount]
- Retainer Fee: \$[Amount]
- Payment Terms: [Insert Payment Terms]

Services to be provided include:

- [Service 1]
- [Service 2]
- [Service 3]

Both parties agree to the terms outlined above. Please sign below to indicate your acceptance of this agreement.

\_\_\_\_\_  
[Consultant's Name]

Date: \_\_\_\_\_

\_\_\_\_\_  
[Client's Name]

Date: \_\_\_\_\_

Thank you,

[Consultant's Name]