

# Consulting Service Agreement

Date: [Insert Date]

From: [Consultant Name]  
[Consultant Address]  
[Consultant Email]  
[Consultant Phone Number]

To: [Client Name]  
[Client Address]  
[Client Email]  
[Client Phone Number]

## **Subject: Consulting Service Agreement for Project Initiation**

Dear [Client Name],

This letter serves as a formal agreement for consulting services regarding [Project Name]. The purpose of this collaboration is to initiate and develop the project effectively.

### **Scope of Services**

[Describe the consulting services to be provided, including deliverables and timelines.]

### **Compensation**

The fee for consulting services will be [Insert Fee Structure], payable upon [Specify Payment Terms].

### **Duration**

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

### **Confidentiality**

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the course of this agreement.

Please indicate your agreement by signing below and returning a copy of this letter.

Best regards,

[Consultant Name]  
[Consultant Title]  
[Consultant Signature]

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Agreed and Accepted:  
[Client Name]  
[Client Title]  
[Client Signature]  
Date: \_\_\_\_\_