

Engagement Letter for Renovation Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your renovation contractor for the project located at [Project Address]. This letter outlines the scope of services, responsibilities, and terms of our agreement.

Scope of Services

The services to be provided include, but are not limited to:

- Initial consultation and project assessment
- Design and planning services
- Procurement of materials
- Management and execution of renovation tasks
- Final inspection and quality assurance

Project Timeline

We estimate that the project will commence on [Start Date] and be completed by [End Date], subject to any unforeseen delays.

Fees and Payment Terms

The total project fee will be [Insert Amount], to be paid as follows:

- Deposit upon signing: [Deposit Amount]
- Progress payment: [Specify Timing/Amount]
- Final payment upon completion: [Final Amount]

Responsibilities

Both parties agree to fulfill their respective roles throughout the renovation process. We commit to delivering quality work while you agree to provide access to the property and timely decisions.

Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy to us by [Response Date].

Thank you for the opportunity to work with you. We look forward to bringing your vision to life!

Sincerely,

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]

[Client's Name]

Date: _____