

# Subcontractor Terms of Intent

Date: [Insert Date]

To: [Subcontractor Name]

Company: [Subcontractor Company Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to outline the terms of intent for our potential subcontracting agreement for the [Project Name] project. The following points summarize our expectations and considerations:

## 1. Scope of Work

The subcontractor shall be responsible for [describe scope of work].

## 2. Timeline

The anticipated start date is [insert start date] and completion by [insert completion date].

## 3. Compensation

The agreed compensation for the services rendered will be [insert payment terms].

## 4. Compliance

The subcontractor agrees to comply with all relevant laws and regulations.

## 5. Confidentiality

All project-related information shall be kept confidential.

Please confirm your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

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[Subcontractor Name]

[Date]