

# Project Management Agreement for Consulting Services

**Date:** [Insert Date]

**From:**

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:**

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

**Subject: Project Management Agreement for Consulting Services**

Dear [Client's Name],

This letter serves as a formal agreement between [Your Company Name] and [Client's Company Name] regarding the consulting services for project management for the [Project Name].

## 1. Scope of Services

[Describe the specific services to be provided here]

## 2. Duration

The consulting services will commence on [Start Date] and will continue until [End Date], unless terminated earlier as per the terms of this agreement.

## 3. Compensation

The total fee for the services will be [Insert Fee] payable according to the following schedule:  
[Payment Schedule Details].

## 4. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information shared during the term of this agreement.

## **5. Terms and Termination**

This agreement may be terminated by either party with [Insert Notice Period] written notice.

We look forward to working together on this project. Please confirm your acceptance of the terms by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

**Accepted by:**

[Client's Name]

[Client's Position]

[Client's Company Name]

**Signature:** \_\_\_\_\_