

# Client Onboarding Agreement

Date: [Insert Date]

**Client Name:** [Client Name]

**Client Address:** [Client Address]

Dear [Client Name],

We are pleased to confirm our agreement to provide consultancy services to you. This letter outlines the key terms of our engagement:

## Scope of Services

We will provide the following consultancy services:

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

## Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the terms herein.

## Fees

The fees for our services shall be [Fee Structure]. An invoice will be provided on a [monthly/bi-weekly] basis.

## Confidentiality

Both parties agree to keep all confidential information in strict confidence and not disclose it to any third parties.

## Acceptance

Please sign below to indicate your acceptance of the terms outlined in this agreement.

\_\_\_\_\_

Client Signature

---

Date

We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]