

Client Onboarding Agreement

Date: [Insert Date]

To:

[Client Name]

[Client Address]

Dear [Client Name],

We are pleased to welcome you as a valued client of [Your Institution Name]. This letter serves as our official Client Onboarding Agreement outlining the terms and conditions of our collaboration.

Scope of Services

We will provide the following services:

- Educational Consulting
- Curriculum Development
- Staff Training

Responsibilities

Your responsibilities include:

- Providing necessary access to resources
- Ensuring cooperation from staff
- Timely feedback on deliverables

Payment Terms

The total cost for our services will be [Insert Amount], to be paid as follows:

- Deposit of [Insert Amount] upon signing
- Remaining balance due by [Insert Date]

Termination Clause

Either party may terminate this agreement with [Insert Notice Period] notice in writing.

By signing below, you agree to the terms outlined in this onboarding agreement:

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

Acceptance

[Client Name] - Signature

Date: _____