

# Client Onboarding Agreement

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

**Dear [Client's Name],**

Thank you for choosing [Your Name/Your Company Name] for your freelance needs. This letter serves as a formal agreement for our collaboration.

## Scope of Work

The services to be provided include:

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

## Timeline

The expected timeline for the project is as follows:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

## Payment Terms

The total cost for the services is [\$ Amount]. Payment will be made as follows:

- [Payment Schedule]

## Confidentiality

Both parties agree to keep all information confidential and not disclose to any third parties.

## Acceptance

If you agree to the terms outlined above, please sign below:

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Client Signature

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Date

Thank you for your trust. I look forward to working together!

**Sincerely,**

[Your Name]

[Your Company Name]

[Your Contact Information]