

# Client Onboarding Agreement

**Date:** [Insert Date]

**Client Name:** [Client Name]

**Client Address:** [Client Address]

**Dear [Client Name],**

We are excited to welcome you to [Agency Name]! This letter serves as our onboarding agreement to ensure a smooth collaboration.

## Scope of Services

We will provide the following services:

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

## Timeline

The project is expected to commence on [Start Date] and will run until [End Date].

## Payment Terms

The total fee for our services will be [Total Fee]. Payment is due [Payment Schedule].

## Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive information shared during our collaboration.

If you agree to the terms outlined in this letter, please sign and return by [Return Date].

**Best Regards,**

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]

**Client Agreement**

\_\_\_\_\_ **Client Signature**

\_\_\_\_\_ **Date**