

Client Onboarding Agreement

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to welcome you as a valued client of [Your Company Name]. This Client Onboarding Agreement outlines the terms of our partnership and the services we will provide.

1. Services Provided

We will provide the following services:

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

2. Timeline

The services will commence on [Start Date] and will be delivered in phases as outlined below:

- [Phase 1: Description and Date]
- [Phase 2: Description and Date]

3. Fees and Payment Terms

The total fee for the services is [Total Amount]. Payment will be due as follows:

- [Payment Schedule]

4. Contact Information

For any inquiries, please contact:

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]
[Your Phone Number]

5. Acceptance

By signing below, you indicate your acceptance of this agreement and the services listed herein.

[Client's Name] [Date]

[Your Name] [Date]

Thank you for choosing [Your Company Name]. We look forward to working with you!

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]