

Client Onboarding Agreement

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

Dear [Client Name],

We are excited to welcome you as a client at [Your Company Name]! This onboarding agreement will outline the terms and conditions regarding our software development services.

1. Scope of Services

We will provide the following services:

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

2. Timeline

The estimated timeline for the project is [Insert Timeline]. We will provide regular updates throughout the development process.

3. Payment Terms

The total cost of the project will be [Insert Amount], payable as follows:

- Deposit: [Insert Amount or Percentage]
- Milestone Payments: [Insert Details]
- Final Payment: [Insert Amount]

4. Confidentiality

Both parties agree to maintain confidentiality regarding project details and sensitive information.

5. Termination

Either party may terminate this agreement under the following conditions: [Insert Conditions].

We are looking forward to a successful collaboration. Please review the terms outlined above and confirm your acceptance by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Client Acceptance:

Signature