

# Project-Based Service Agreement

Date: [Insert Date]

From:

[Your Name]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Client's Name]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

## Subject: Project-Based Service Agreement

Dear [Client's Name],

We are pleased to present this Project-Based Service Agreement ("Agreement") for the project titled "[Project Title]." This Agreement outlines the terms and conditions under which [Your Company] will provide services to [Client's Company].

### 1. Scope of Services

[Detailed description of services to be provided]

### 2. Project Timeline

[Start date] to [End date]

### 3. Compensation

Services shall be compensated at a rate of [Specify rate] to be paid [Frequency of payment].

### 4. Responsibilities

[Client's responsibilities]

[Your responsibilities]

## **5. Confidentiality**

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

## **6. Governing Law**

This Agreement shall be governed by the laws of [State/Country].

## **Agreement Acceptance**

If you agree to the terms outlined in this Agreement, please sign below and return a copy to us.

\_\_\_\_\_  
[Your Name]

[Your Title]

[Your Company]

Date: \_\_\_\_\_

\_\_\_\_\_  
[Client's Name]

[Client's Title]

[Client's Company]

Date: \_\_\_\_\_

Thank you for your consideration. We look forward to working together.

Sincerely,

[Your Name]