

# Retainer Service Agreement

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Client Address:** [Insert Client Address]

**Dear [Client Name],**

This Retainer Service Agreement ("Agreement") is made and entered into on the above date by and between [Your Company Name] ("Service Provider") and [Client Name] ("Client").

## 1. Services

The Service Provider agrees to provide the following services: [Describe services].

## 2. Retainer Fee

The Client agrees to pay a retainer fee of [Insert Amount] per [Insert Time Period].

## 3. Payment Terms

Payments are due [Insert Payment Schedule].

## 4. Term and Termination

This Agreement shall commence on [Start Date] and shall continue until [End Date] unless terminated by either party with written notice of [Insert Notice Period].

## 5. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information shared during the term of this Agreement.

## 6. Governing Law

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

## Signatures

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[Your Company Name]  
[Your Name, Title]

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[Client Name]  
[Client Title/Position]

Thank you for choosing [Your Company Name]. We look forward to a mutually beneficial relationship.