

Advisory Engagement Summary

Date: [Date]

To: [Client Name]

From: [Your Name/Company Name]

Subject: Shareholder Agreement Advisory Engagement Summary

Overview

We appreciate your engagement with [Your Company Name] for advisory services relating to the preparation and negotiation of the Shareholder Agreement. This document serves as a summary of the scope and terms of our engagement.

Scope of Services

- Review of existing shareholder agreements.
- Development of proposed amendments or new agreements.
- Consultation regarding shareholder rights and obligations.
- Assistance in negotiations with shareholders.
- Preparation of necessary documentation for execution.

Engagement Team

Your primary contacts will be:

- [Consultant 1 Name] - [Title]
- [Consultant 2 Name] - [Title]

Timeline

The anticipated timeline for this engagement is as follows:

- Initial consultation: [Date]
- Draft agreement presentation: [Date]
- Finalization: [Date]

Fees

The fees for our services will be based on [Fee Structure]. Detailed invoice will be provided regularly.

Acceptance

Please confirm your acceptance of this engagement summary by signing below:

[Client Name]

Date: _____

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]