

# Consultancy Project Speed-Up Agreement

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

To:

[Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

We are writing to formalize our agreement regarding the speed-up of the consultancy project titled "\_\_\_\_\_" (the "Project"). This agreement outlines the terms and conditions under which the speed-up will be implemented.

## 1. Project Scope

The Project will be expedited to achieve the following milestones:

- Milestone 1: \_\_\_\_\_.
- Milestone 2: \_\_\_\_\_.
- Milestone 3: \_\_\_\_\_.

## 2. Timeline

The revised timeline is as follows:

**Start Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

## 3. Compensation

The consultancy fee will be adjusted to reflect the expedited timeline as follows:

**Total Fee:** \$ \_\_\_\_\_

## 4. Terms and Conditions

The following terms and conditions will apply to this speed-up agreement:

- All deliverables will be submitted electronically.

- Regular update meetings will be held bi-weekly.
- Any changes in scope must be agreed upon in writing.

## 5. Acceptance

By signing below, both parties agree to the terms outlined in this speed-up agreement.

Consultant: \_\_\_\_\_

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

Client: \_\_\_\_\_

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]