

# Terms of Service Agreement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

**Dear [Client's Name],**

We are pleased to outline the terms of service for our consulting agreement. This document serves to clarify the expectations and responsibilities of both parties in our collaboration.

## **1. Scope of Services**

We will provide the following services: [Describe the services to be provided].

## **2. Fees and Payment**

The total fee for the services rendered will be [Insert Amount]. Payment terms are as follows: [Specify payment terms, e.g., due dates, deposit requirements].

## **3. Duration of Agreement**

This agreement will commence on [Start Date] and will continue until [End Date or Completion of Services].

## **4. Confidentiality**

Both parties agree to maintain the confidentiality of proprietary information disclosed during the course of this consulting engagement.

## **5. Termination**

Either party may terminate this agreement by providing [Insert Notice Period] written notice to the other party.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

**Agreement Acceptance**

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Signature of Client

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