

Consulting Services Contract Expectations

Date: [Insert Date]

To:

[Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

We are pleased to engage your consulting services for [specific project or service] as discussed. This letter outlines our expectations for the contract:

1. Scope of Work

The consultant is expected to deliver [details on the services to be provided].

2. Timeline

The project is expected to commence on [start date] and conclude by [end date].

3. Compensation

The agreed compensation for the services rendered will be [amount] to be paid [payment schedule].

4. Communication

Regular updates will be communicated via [method of communication] on a [frequency] basis.

5. Confidentiality

All information shared during the consulting process will be kept confidential.

6. Termination

Either party may terminate this agreement with [number] days written notice.

We look forward to a successful collaboration. Please confirm your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Consultant's Name] - Signature

Date: _____