

Initial Consultation Terms

Date: _____

Dear [Client's Name],

Thank you for considering our services for your needs. We look forward to the opportunity to work with you. Below are the terms for our initial consultation:

1. Purpose of the Consultation

The initial consultation aims to understand your requirements, discuss potential solutions, and determine how we can assist you effectively.

2. Duration

The consultation will last approximately [duration, e.g., one hour].

3. Fees

The fee for the initial consultation is [amount]. This amount will be applied to any future services should you choose to proceed with us.

4. Confidentiality

We respect your privacy and will keep all information discussed during the consultation confidential.

5. Scheduling

Please confirm your availability for the consultation by contacting us at [contact information].

We appreciate your interest and look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]