

Introductory Consultation Contract

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to confirm our introductory consultation agreement, which outlines the terms and conditions of our initial meeting.

1. Purpose of Consultation

The purpose of this consultation is to discuss your needs and how our services can assist you.

2. Services Provided

During the consultation, we will provide insight and guidance on [insert specific services].

3. Fees

The fee for the introductory consultation will be [insert fee] payable upon scheduling the appointment.

4. Cancellation Policy

If you need to cancel or reschedule your appointment, please provide [insert notice period] notice.

5. Confidentiality

All information shared during the consultation will remain confidential.

By signing below, you acknowledge and agree to the terms of this contract.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Client Signature: _____

Date: _____