

Agreement for Document Retrieval Services

Date: [Insert Date]

Between:

[Your Name or Your Company Name]

[Your Address]

[City, State, ZIP Code]

And:

[Client's Name or Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

Subject: Agreement for Document Retrieval Services

Dear [Client's Name],

This letter serves as an agreement between [Your Name/Company] and [Client's Name/Company] for the provision of document retrieval services. The terms and conditions for the services rendered are as follows:

1. Services Provided

[Describe the specific document retrieval services to be provided.]

2. Payment Terms

The total fee for services rendered shall be [Insert Fee], payable [Insert Payment Terms].

3. Duration

This agreement will commence on [Insert Start Date] and will continue until [Insert End Date or Condition for Termination].

4. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information exchanged during the course of this agreement.

If the above terms are acceptable, please sign and return a copy of this letter.

Thank you for choosing [Your Company Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Client's Name/Company Name] - Signature