

Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide architectural and project management services for the shelter renovation project located at [Project Address]. This letter outlines the terms and conditions of our engagement.

Project Scope

The scope of our services will include:

- Initial site assessment
- Design development
- Preparation of construction documents
- Project oversight during construction
- Coordination with contractors and stakeholders

Fees and Payment

Our fees will be based on [insert fee structure, e.g., hourly rates, fixed fee, etc.]. Payment will be due upon receipt of invoices, which will be issued on a [monthly/bi-weekly] basis.

Timeline

The project is expected to commence on [Start Date] and be completed by [Completion Date], subject to adjustments as necessary.

Acceptance

If you agree with the terms outlined in this engagement letter, please sign and return a copy by [Response Deadline]. We are excited to partner with you on this meaningful project.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

Accepted by:

[Client's Name]
[Client's Title/Position]
Date: _____