

Insert your logo and contact information

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[Date]

[Client Name]

[Company Name]

[Address 1]

[Address 2]

Dear [Client Name],

RE: {Type of Consulting} Consulting Agreement

Project Overview

{Insert project overview}

Goals

- {Client Goal 1}
- {Client Goal 2}
- {Client Goal 3}
- {Client Goal 4}
- {Client Goal 5}

Success Metrics

{Success Metric 1}

{Success Metric 2}

{Success Metric 3}

{Success Metric 4}

Return on Investment

{Insert project return on investment for your client}

Options

Option 1 – {Insert option 1}

Investment: \$XXX

Option 2 – {Insert option 2}

Investment: \$XXX

Option 3 – {Insert option 3}

Investment: \$XXX

Responsibilities

XYZ Consulting will:

- {Your Responsibility 1}
- {Your Responsibility 2}
- {Your Responsibility 3}
- {Your Responsibility 4}

ABC Company will:

- {Client Responsibility 1}
- {Client Responsibility 2}
- {Client Responsibility 3}
- {Client Responsibility 4}

Guarantee

{Insert your guarantee}

Terms

The project will begin on {start date} and will be completed by {end date}.

{Insert your payment terms}

Signatures

Date:

Your Company

Client Company

Your Name, Position

Client Name, Position

Your Name

Client Name