



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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RETAINER AGREEMENT

THIS AGREEMENT is made this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>> by and between <<Company>> ("Company") and <<CustCompany>> ("Customer").

Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows:

1. Engagement of Services.

Company agrees to render to Customer professional services as follows:

- a) << Insert the type of service to be covered under this retainer here. >>
- b) << Insert the type of service to be covered under this retainer here. >>
- c) << Insert the type of service to be covered under this retainer here. >>
- d) << Insert the type of service to be covered under this retainer here. >>

In addition to professional services, Customer agrees to pay for additional expenses and third party costs incurred for or on behalf of Customer, including, but not limited to:

- a) Copies, shipping, courier services, printing, media costs (disks, storage, etc).
- b) << Insert any additional type of expense to be covered under this retainer here. >>
- c) << Insert any additional type of expense to be covered under this retainer here. >>

2. Billing and Understanding of Rates.

Customer Initials _____ Company Initials _____

Fees are based on the actual time spent on services performed, at a rate of <<HourlyRate>> per hour, billed in quarter hour (.25) increments. Travel Rates shall be billed at <<HourlyRate>> per hour and << Insert the Travel Mileage Rate >> per mile. Phone conferences shall be billed at actual time when demanded or scheduled ahead of time by customer. Customer acknowledges that all phone or email time spent working on services for Customer shall be subject to the hourly billing rate. Rates are guaranteed for 120 days from the date of this agreement. Rates may be adjusted after this date without prior approval.

All estimates of time to complete a given task are based on our evaluation of the task, the extent of Company's involvement and the complexity of the task to be performed. During the course of working for Customer, additional requirements or problems may become evident or additional work may be requested or required. Customer further understands that all estimates are done using the information made available to Company by Customer and that all estimates may be subject to modification at any time. Company shall submit an itemized account of all time spent on a particular task, and Company shall not exceed << Insert Maximum Billing Amount >> in monthly billing without Customer's prior written or unilateral verbal approval.

3. Cancellation.

- a) Should Customer ultimately not engage Company for services, Customer agrees to a cancellation fee of << Insert the Retainer Cancellation Fee >> to be deducted from the retainer, in addition to any expenses or third party costs Company has paid on behalf of Customer.
- b) Upon termination or expiration of Agreement, Customer agrees to be solely responsible for any additional third party fees for any service utilized for or on behalf of Customer by Company. Additional expenses may include, but are not limited to: hosting fees, licenses, translations, royalties, talent, and other associated fees.

4. Retainer.

To secure Company's commitment to perform the services listed above,

Customer Initials _____ Company Initials _____

Customer agrees to pay Company << Insert the Retainer Contract Fee>>
as a retainer, to be

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page
editable version of this document is available in the Contract
Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/general-work-order-contracts/services-retainer-contract.htm>

Once you purchase, download and install a retail Contract Pack
that includes this contract, the complete version of this contract
will be inserted into your project.

Customer Initials _____ Company Initials _____

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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