

Business Contracts



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STANDARD HOURLY SERVICES AGREEMENT

Scope of Work to be Performed

<<Company>> (“Company”) is being retained to provide << Insert a description of the services to be provided >> services to <<CustCompany>> as directed by <<CustCompany>> Management and Staff.

Schedule of Fees

Fees for the above-referenced services will be billed at a flat <<HourlyRate>> per hour. <<Company>> will invoice on a semi-monthly basis and payment is due NET 30 days after presentation of the invoice.

Any information concerning the services rendered under this agreement or any sensitive information disclosed to <<Company>> will be held in strictest confidence. <<Company>> will not disclose any information, in whole or in part, to any party for any purpose whatsoever without specific prior approval of the Customer.

This agreement shall be binding after <<Company>> receives a << Insert the amount of the retainer fee >> retainer. The retainer shall be used and applied against whichever last invoice <<Company>> has turned in for all services rendered under this agreement. <<Company>> may

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/general-work-order-contracts/hourly-services-with-retainer-agreement-template.htm>

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S A M P L E

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