

Business Contracts



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ENGAGEMENT LETTER

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

We are pleased to accept your engagement to provide << Insert service description here >> services to you on an ongoing basis. This agreement's purpose is to help define the capacity of <<Company>> and to set forth the conditions and expectations under which <<Company>> will work on your behalf.

We shall have full discretion, subject to your prior approval, to engage our own employees, subcontractors or third parties to perform the services described. Any employee or subcontractor we contract with shall be considered an extension of <<Company>> and subject to any confidentiality agreements and provisions <<Company>> may be subject to while working for <<CustCompany>>.

Work shall be performed either as task-based (fixed price) or hourly, depending on the circumstances or in the case of troubleshooting technical problems. Work may be requested in person, by phone or email and always by unilateral agreement. <<Company>> will quote estimates for tasks and

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