

# 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

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