

## 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.

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 << Insert Travel Rate >> per hour and << Insert 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 ...

This sample has been truncated to only show part of the first page. The complete editable version of this document can be purchased as part of the Proposal Kit or Contract Pack collections <http://www.proposalkit.com/htm/products.htm>

See the product compare chart for which product(s) this document is included in at: <http://www.proposalkit.com/htm/compare5.htm>