

Business Contracts



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<<Company>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<PostalCode>>

BILLING PRACTICES (WELCOME LETTER)

<<Company>> is a full service << Insert description here >> firm. This letter is designed to help you understand how we offer our services and to communicate our standard billing practices and procedures.

What We Offer

We sell our time. The time we spend providing services that you need. Specifically, we provide: << Insert services here >>. When our services result in << Insert description of result here >>, you are not purchasing the end result, work product or other tangible asset, you are paying for our time and expertise to produce this for you in its many forms.

How We Determine Our Rates

Your bill will be based upon the time spent by a <<Company>> staff member performing services for you at his or her hourly billing rate. Effective <<EffectiveDate>>, our hourly rates for services will be no higher than <<HourlyRate>>.

It is <<Company>>'s policy to have as much as possible of your work performed by the most capable person at

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete 3 page editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/pre-project-contracts/engagement-welcome-letter-verbose.htm>

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S A M P L E

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