

# Engagement Letter

[Your Company Name]

[Your Company Address]

[Date]

[Client's Name]

[Client's Address]

Dear [Client's Name],

SUBJECT: ENGAGEMENT LETTER

This Engagement Letter (the "Agreement") is entered into by and between [Your Company Name] (the "Company") and [Client's Name] (the "Client") (collectively referred to as the "Parties").

## 1. SERVICES

1.1 The Company agrees to provide the Client with the following services (the "Services"): [Describe the services you will provide in detail]

1.2 The Company will perform the Services with reasonable skill and care, and in compliance with generally recognized commercial practices and standards.

## 2. TERM AND TERMINATION

2.1 This Agreement shall commence on [Start Date] and continue until [End Date] unless earlier terminated as provided herein.

2.2 Either Party may terminate this Agreement upon providing [Notice Period] written notice to the other Party.

2.3 Upon termination, the Company shall be compensated for the Services rendered through the date of termination in the amount of (a) any outstanding, unpaid invoice amounts and (b) the prorated portion of the Services completed, but not yet invoiced, as of the date of termination.

## 3. COMPENSATION

3.1 For the Services rendered by the Company under this Agreement, the Client shall compensate the Company in accordance with the terms in Exhibit A attached hereto.

## 4. CONFIDENTIALITY

4.1 Both Parties agree to keep confidential all Confidential Information received from the other Party and to use it strictly for the purposes of this Agreement.

# Sample Engagement Letter For Engineering

**RJ Alexander**



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