

Sample Letter Of Agreement For Services

Dear [Client],

This letter serves as a formal agreement between [Your Company Name] (hereinafter referred to as "Service Provider") and [Client Name] (hereinafter referred to as "Client"), for the provision of [Type of Services] (hereinafter referred to as "Services").

Scope of Services:

Service Provider agrees to provide the following services to the Client:

[Service 1]

[Service 2]

[Service 3]

[Service 4]

[Service 5]

Service Provider Responsibilities:

Service Provider agrees to perform the Services to the best of their ability, using reasonable care and skill, in a timely and efficient manner. Service Provider will use their best efforts to meet all agreed-upon deadlines and deliverables.

Client Responsibilities:

Client agrees to provide Service Provider with all necessary materials, information, and support required to perform the Services. Client will provide timely feedback and approvals, and will respond to Service Provider's requests in a timely manner.

Payment:

Client agrees to pay Service Provider a fee of [Fee amount] for the Services. Payment will be made as follows: [Payment schedule]. All fees are non-refundable.

Confidentiality:

Service Provider agrees to keep all confidential information belonging to the Client confidential and will not disclose such information to any third party without the Client's prior written consent.

Intellectual Property:

All intellectual property rights arising from the Services shall belong to the Client. Service Provider agrees not to claim any rights in the intellectual property created as part of the Services.

Term:

This agreement will begin on [Start date] and will continue until the Services are completed, unless terminated earlier by either party in accordance with the Termination clause below.

Termination:

Either party may terminate this agreement for any reason upon [Notice period] written notice to the other party. Upon termination, Service Provider shall promptly return all confidential information to the Client.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of [Jurisdiction]. Any disputes arising from or related to this agreement shall be resolved through arbitration in accordance with the rules of the [Arbitration organization].

Entire Agreement:

This agreement contains the entire understanding between the parties and supersedes all prior negotiations, understandings, and agreements between them.

If the foregoing accurately reflects your understanding, please sign below to indicate your acceptance of the terms of this agreement.

Sincerely,

[Your Name]

[Your Company Name]

I have read and agree to the terms of this agreement:

[Client Name]