

Initial Terms of Business - New Client (Professional)

Subject: Terms of Business - Welcome to [Company Name]

Dear [Client Name],

We are delighted to welcome you as a client of [Company Name]. This letter outlines the Terms of Business (TOB) that will govern our professional relationship.

SCOPE OF SERVICES

We will provide [detailed description of services], including [specific deliverables]. Our services will be delivered in accordance with industry best practices and applicable regulatory standards.

FEES AND PAYMENT TERMS

Our fees are structured as follows: [fee structure]. Invoices will be issued [frequency] and payment is due within [number] days of invoice date. Late payments will incur interest at [rate]% per month. All fees are exclusive of applicable taxes unless otherwise stated.

DURATION AND TERMINATION

This agreement commences on [date] and continues until terminated by either party with [notice period] written notice. Termination does not affect obligations incurred prior to the termination date.

CLIENT RESPONSIBILITIES

You agree to provide timely information, access to necessary resources, and prompt responses to our inquiries. You are responsible for the accuracy of information provided to us.

LIMITATION OF LIABILITY

Our liability is limited to [amount or formula]. We maintain professional indemnity insurance of [amount]. We are not liable for indirect, consequential, or punitive damages.

CONFIDENTIALITY

Both parties agree to maintain confidentiality of proprietary information. This obligation survives termination of our relationship.

ACCEPTANCE

Please sign and return a copy of this letter within [number] days to confirm your acceptance of these

terms. Your continued use of our services constitutes acceptance.

We look forward to a successful partnership. Should you have any questions, please contact [name]
at [contact details].

Yours sincerely,

[Name]

[Title]

[Company Name]

[Date]

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