

SAMPLE LETTER
of engagement
 FOR A CONSULTANT

January 2, XXXX

The Smith Family Foundation
 Mr. John Smith
 123 Anywhere Street
 San Francisco, CA 94102

Dear John:

This letter will serve as a confirmation of the contract between the Smith Family Foundation and Expert Consulting Firm (ECF) for a management survey and report with recommendations.

The scope of the work to be performed is described in our proposed workplan (copy attached). The contract amount is a total of \$5,000.00. We anticipate working together through March 15th of XXXX in completing the survey and report. Our interim report on the project will be presented by February 15th.

We will submit our invoices on February 15th for half of the contract amount and a final invoice on March 15th with the delivery of the final report. Our invoices are due and payable upon receipt. If payment is not received within thirty days of the postmarked date of the invoice, a late fee of 1% of the invoice amount will be assessed for each month of nonpayment.

We hereby agree that any dispute arising out of this agreement will be submitted to binding arbitration in accordance with the laws of the state of California.

We acknowledge that either party retains the option to terminate this contract on thirty days written notice.

If you accept the terms set forth in this agreement, please sign in the space indicated below and return a copy to us. An additional copy is enclosed for your files.

We look forward to our work together on this project.

Sincerely,

Carla Consultant

Signed: _____ Date: _____
 (for the Smith Family Foundation)

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