3920 Consulting Group Consulting Services Agreement Letter

Date: <Insert date>

3920 Consulting Group  
Darren K. Bond, Managing Director  
T: 818-730-2720  
E: Darren@3920consultinggroup.com

Dear <Insert name of client> New Client Engagement Letter

Thank you for your interest in becoming a client of 3920 Consulting Group. It is the policy of our business that a ‘New Client Engagement Letter’ is completed by all our new clients. This letter sets out our terms of engagement. Please read it and make sure you understand the scope of our engagement.

If the terms of our engagement are acceptable, please sign the enclosed copy of this engagement letter and return to our office. Please contact this office immediately if you do not understand, or wish to discuss, any aspect of the terms of this engagement.

Purpose and Scope

The engagement of 3920 Consulting Group is to provide <Insert client name> with the following:

Brand Development and Integrated Marketing and/or Consulting Services

Subject to any agreement to the contrary, the work is limited to the above services noted unless otherwise verbally stated, which will be provided in writing within 30 days of agreement.

The engagement will include the operations and procedures of the client <Insert client name> as detailed below: <insert detail of client commitments here if relevant, such as access to documents to complete work, specific

design documents for manufacture of product, provision of authorized purchase order etc.>

Responsibilities

3920 Consulting Group will ensure that all products/services are provided in accordance with agreed timeframe (as noted on purchase order) and to a professional standard.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us.

Period of Engagement

This engagement will start upon acceptance of the terms of engagement by <Insert client name> as noted by execution of this letter on <Insert completion date if separate from date signed>.

Confidentiality

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

Estimated Pricing

Unless otherwise stated in writing, any estimates which we provide to you of our anticipated fees, disbursements and charges for any Branding/Publicity Services and/or Consulting Services are only indicative of the amounts you can expect to be charged. Estimates are not quotes and are not binding on us.

Professional Fees

The fee arrangement is based on the expected amount of time and the skill level of staff required to complete the services at the respective hourly rates. Where quotations have been provided for specific services, these quotations will provide adequate detail of all time and allocated staff and rates. In the event that circumstances of the services to be provided change from the original quotation, a new quotation between the two parties will be agreed before any further work is undertaken. In the event that circumstances of the Point of Contact change from the original authority who commissioned the contract, the balance remains due to 3920 Consulting Group. Similarly, should the program or event commissioned be canceled, the remaining balance is still owed to 3920 Consulting Group.

Terms of Trade

The terms of payment are strictly immediately or no later than 30 days from invoice. An itemized account of all charges, costs and disbursements will be provided on the invoice. Accounts overdue by 30 days incur a <Insert an interest charge or amount for overdue accounts here> administration fee. If we incur any costs of collection, such as legal fees and collection agency fees etc., you agree to indemnify us for all such costs. Terms of trade must be agreed to prior to commencement of sales transactions between 3920 Consulting Group and <Insert client name>.

Once you are satisfied with the terms of our engagement, would you please sign and date both copies of this letter. One copy should be forwarded to us as evidence of your acceptance of the terms of our engagement. You should retain the other copy as your evidence of our engagement.

We thank you for the opportunity to provide Branding/Publicity Services and/or Consulting Services to you and your business and we look forward to developing a strong relationship with you for many years to come.

Yours Sincerely,

Darren K. Bond  
3920 Consulting Group

We, <Insert client name>, agree to all of the terms and conditions as noted in this letter.

..................................... <Authorized signature of client to sign>

..................................... <Printed name of authorized signature of client>.

..................................... <Insert date of signing>.