

# Simple Consultancy Agreement (Project-Based)

This **consultancy agreement** form sample is designed for project-based work, providing a clear and concise framework to outline terms and expectations between consultants and clients. It ensures both parties agree on deliverables, timelines, and payment details, promoting a smooth collaboration. Using this template helps avoid misunderstandings and protects the interests of each party involved.

## 1. Parties

Client Name:	_____
Consultant Name:	_____
Effective Date:	____ / ____ / ____

## 2. Project Description

The Consultant agrees to provide the following services for the Client as part of this project:

\_\_\_\_\_

\_\_\_\_\_

## 3. Deliverables

The Consultant will deliver the following:

\_\_\_\_\_

\_\_\_\_\_

## 4. Timeline

Project Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Project End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 5. Fees and Payment Terms

Total Fee: \_\_\_\_\_  
Payment Schedule: \_\_\_\_\_  
Method of Payment: \_\_\_\_\_

## 6. Confidentiality

Both parties agree to keep all confidential information strictly private and not disclose it to any third party without written consent.

## 7. Termination

Either party may terminate this agreement by providing written notice to the other party. Payment will be made for work completed up to the termination date.

## 8. Acceptance & Signatures

Client Signature	Date	Consultant Signature	Date