

Standard Consultancy Agreement Form

This **standard consultancy agreement form** sample is designed specifically for marketing agencies to outline the terms and conditions of their professional services. It ensures clarity and protection for both parties by detailing the scope, deliverables, and payment terms. Using this agreement helps establish a transparent and effective working relationship.

Consultancy Agreement

This Agreement is made on [Date] between:

- **Agency Name:** [Marketing Agency Name], located at [Agency Address] ("Consultant")
- **Client Name:** [Client Name], located at [Client Address] ("Client")

1. Scope of Services

The Consultant agrees to provide the following services to the Client:

- [Service 1: e.g., Social Media Management]
- [Service 2: e.g., Campaign Strategy & Planning]
- [Other agreed services]

2. Deliverables

The Consultant shall deliver the following within the agreed timelines:

- [Deliverable 1: e.g., Monthly Content Calendar]
- [Deliverable 2: e.g., Analytics Reports]
- [Other deliverables]

3. Payment Terms

- Total Fee: [Total Amount]
- Payment Schedule: [e.g., 50% upfront, 50% upon completion]
- Method of Payment: [Bank Transfer, Cheque, etc.]
- Late Payment Penalties: [Details]

4. Duration & Termination

- Agreement Start Date: [Start Date]
- Agreement End Date: [End Date]
- Termination: Either party may terminate this Agreement by giving [number] days written notice.

5. Confidentiality

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

6. Intellectual Property

Intellectual property produced under this Agreement shall remain the property of [Specify Agency or Client] unless otherwise agreed in writing.

7. Limitation of Liability

The Consultant shall not be liable for any indirect, incidental, or consequential damages arising from the performance of this Agreement.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction].

9. Acceptance and Signature

By signing below, both parties agree to the terms outlined in this Agreement.

Consultant:

Name: _____

Signature: _____

Date: _____

Client:

Name: _____

Signature: _____

Date: _____