

Basic Consultancy Agreement

This **basic consultancy agreement** ("Agreement") is made between:

Client Name: _____
Business Name: _____
Address: _____
and
Consultant Name: _____
Business Name (if any): _____
Address: _____

1. Services Provided

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

(Describe services in detail)

2. Term of Agreement

This Agreement shall commence on _____ (start date) and continue until _____ (end date) unless terminated earlier according to the terms herein.

3. Payment Terms

The Client agrees to pay the Consultant as follows:
Fee: \$ _____ per hour / project / month
Payment due: _____
(Describe payment schedule and method)

4. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information disclosed during the consultancy. This obligation remains in effect during and after the termination of this Agreement.

5. Termination

Either party may terminate this Agreement with _____ days written notice. Upon termination, the Consultant shall be paid for all work completed up to the date of termination.

6. Governing Law

This Agreement shall be governed by the laws of the State of _____.

7. Acceptance

By signing below, both parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

Client Signature

Date: _____

Consultant Signature

Date: _____