

# 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: \_\_\_\_\_