

# Short-term Consultancy Agreement Form (IT Services)

This **short-term consultancy agreement form** sample is tailored for IT services, ensuring clear terms and expectations between consultants and clients. It outlines the scope, duration, and payment details, promoting transparency and professionalism. Utilize this template to streamline contract creation and protect both parties' interests.

## Consultant Information

Full Name:

Company Name (if applicable):

Address:

Email:

Phone:

## Client Information

Full Name:

Company Name (if applicable):

Address:

Email:

Phone:

## Agreement Details

Scope of IT Services:

Describe the IT services

Consultancy Period (Start - End Date):

 to 

Payment Terms:

e.g., hourly rate, total amount)

**Confidentiality & Data Protection:**

Outline confidentiality terms

**Termination Clause:**

State how agreement may be terminated

**Signatures**

**Consultant Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Submit**