Consultancy Agreement Form

This **consultancy agreement form** sample provides a comprehensive template outlining the scope of services, roles, and responsibilities. It includes clear payment terms to ensure transparent and timely compensation. Ideal for businesses seeking a detailed and legally sound consultancy contract.

1. Parties

Consultant Name	[Consultant Name]
Company Name	[Client/Company Name]
Consultant Address	[Consultant Address]
Company Address	[Company Address]
Date	[Agreement Date]

2. Scope of Services

The Consultant will provide the following services:

- [Describe service 1]
- [Describe service 2]
- [Add additional services as needed]

3. Roles & Responsibilities

- **Consultant:** Will perform services in a professional and timely manner as outlined in Section 2.
- **Client:** Will provide all necessary information and resources required for the Consultant to fulfill their obligations.

4. Term of Agreement

This agreement starts on **[Start Date]** and will continue until **[End Date or specify conditions for termination]**. Either party may terminate this agreement upon [X] days written notice.

5. Payment Terms

- **Consultancy Fee:** [Amount or rate, e.g., $XX per hour/project]
- **Invoicing:** Consultant will submit invoices [monthly/upon completion of milestones/other frequency].
- **Payment Due:** Invoices must be settled within [X] days of receipt by the Client.
- **Late Payment:** Late payments may incur an interest charge of [X]% per month.
- **Payment Method:** [Bank transfer/Check/Other]

6. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information and not disclose it to any third party without prior written consent.

7. Intellectual Property

Ownership of work product resulting from consultancy will be as follows: [Specify if Client or Consultant owns deliverables or if a license is automatically granted].

8. Governing Law

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

9. Signatures

Consultant Signature	Date	Client Signature	Date