

# Consulting Services Agreement

This **Consulting Services Agreement** ("Agreement") is made effective as of [Date] by and between:

- **Client:** [Client Name], located at [Client Address]
- **Consultant:** [Consultant Name], located at [Consultant Address]

## 1. Scope of Work

Consultant agrees to provide the following consulting services to Client:  
[Describe the general services, e.g., business strategy, process optimization, market analysis, etc.]  
Detailed deliverables include:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

## 2. Consultant Responsibilities

- Provide services professionally and diligently.
- Maintain confidentiality of all client information.
- Deliver all assigned tasks within agreed deadlines.

## 3. Client Responsibilities

- Provide access to necessary resources, information, and personnel.
- Pay fees in accordance with the payment terms specified in this Agreement.

## 4. Payment Terms

Fee	[Total Fee or Hourly Rate]
Payment Schedule	<ul style="list-style-type: none"><li>• <b>[Retainer/Deposit]:</b> [Amount] due upon signing the Agreement</li><li>• <b>[Milestone 1]:</b> [Amount] upon completion of [Deliverable]</li><li>• <b>Final Payment:</b> [Amount] upon final delivery and acceptance</li></ul>
Payment Method	[Bank Transfer/Cheque/Other] Bank Details (if applicable): [Bank Name, Account Number, SWIFT/IBAN]
Late Payment	Late payments may incur a fee of [X]% per month after the due date.

## 5. Term & Termination

This Agreement will commence on the effective date and continue until all services are completed, unless terminated earlier by either party with [Notice Period, e.g., 14-day] written notice.

## 6. General Provisions

- This Agreement constitutes the entire understanding between the parties.
- Any amendments must be made in writing and signed by both parties.
- This Agreement shall be governed by the laws of [State/Country].

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Client Signature	Date	Consultant Signature	Date