

Contract Letter for Consultant

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, ZIP Code]

Subject: Consultant Contract for [Specific Project]

Dear [Consultant's Name],

This letter serves as the contract between [Your Company Name] and [Consultant's Name] for consulting services related to [describe project or service]. Below are the agreed terms of the contract:

1. Scope of Work

You will be providing consulting services in the area of [specific tasks or projects].

2. Contract Duration

The contract will be effective from [start date] and will continue until [end date] or until the completion of the project.

3. Compensation

You will be compensated at a rate of [rate per hour/day/project] and payments will be made [monthly/after project completion].

4. Expenses

Any pre-approved business expenses will be reimbursed upon submission of receipts.

5. Confidentiality

You agree to keep all information related to the project confidential and not disclose any proprietary information without prior consent.

6. Termination

Either party may terminate this contract with [insert notice period] written notice.

Please sign below to indicate your acceptance of the terms.

[Your Company Name]

Signature: _____

Name: _____

Title: _____

[Consultant's Name]

Signature: _____

Name: _____