

....., 20XX

[Name of Consultant]
[Street Address]
[City, State, Zip]

Dear.....:

We are pleased to inform you that we have selected you as a [type] consultant to work for us on [specify project or nature of work] on the following terms:

1. Term. This agreement will be for an initial period of [specify, e.g., two years], commencing on, 20XX, and may be extended for an additional period by mutual agreement in writing. This agreement may be terminated at any time by either of us by [specify, e.g., giving thirty (30) days' written notice to the other party].
2. Duties. Your duties will include [specify, e.g., the rendering of consultation and management services in connection with [name of project]]. You will consult with our Board of Directors, officers, and department heads concerning the organization and fiscal policy of our company. You will further have complete authority and power over the management of [project], including the direction and supervision of the administrative staff. You may at your discretion arrange to assist in management duties and may delegate to him such duties as you may deem proper.
3. Hours. You will devote a minimum of ... hours per month to your duties under this agreement, and you may, if you desire, devote any additional time. You are free to represent or perform services for any other clients, provided that it does not interfere with your duties under this agreement.
4. Compensation. For your services rendered you will receive a reasonable monthly sum which shall be at least dollars (\$.....) per month but which shall not exceed dollars (\$.....) per month. We will pay you on the fifteenth (15th) of each month an amount mutually agreed on for services rendered during the preceding month. If we fail to agree on the amount to be paid for any given month, we shall pay you the minimum compensation provided and submit the dispute to a panel of three (3) arbitrators, one chosen by each of us and the third chosen by the other two, and their determination shall be final and binding.
5. Assignment. Because of the personal nature of the services to be rendered, this agreement may not be assigned by you without our prior written consent, but, subject to the foregoing limitation, it will insure to the benefit of and be binding on our respective successors and assigns.

If this agreement meets with your approval, please sign and return the original and one copy of this agreement, you may retain the additional copy for your own records.

Very truly yours,

[Signature]
[Typed name and title]

Accepted this
day of, 20XX
.....[signature]
[typed name of consultant]