

# Consulting Agreement

An agreement for advice-based work — hourly, daily, or retainer — covering fees, invoicing, confidentiality, and how either side ends the engagement.

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## 1. Parties and independent status

Identifies both sides and states the consultant is an independent adviser, not an employee, responsible for their own taxes.

## 2. Services

Describes the areas of advice and work covered, so requests outside them can be declined or billed separately.

## 3. Fees

States the hourly, daily, or retainer rate, any minimum billing unit, and how unused retainer hours are treated.

## 4. Expenses

Says which out-of-pocket costs the client reimburses and whether they require approval in advance.

## 5. Invoicing and payment

Sets the invoicing cycle, the payment deadline, and what happens when an invoice goes unpaid — typically paused work.

## 6. Confidentiality

Obliges the consultant to keep client information private, and continues to apply after the engagement ends.

## 7. Term and termination

Fixes the start date and duration, and lets either side end the engagement with an agreed notice period, with fees payable up to the end date.

## 8. Work product

Clarifies who may use reports, analyses, and materials produced during the engagement, and whether the consultant may reuse general know-how.

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Signatures — A

Date: \_\_\_\_\_

Signatures — B

Date: \_\_\_\_\_

Witness signature

Date: \_\_\_\_\_

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PREVIEW