

CONSULTING AGREEMENT

Contract No.: CA-0001

Date: [DD/MM/YYYY]

Effective date: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

CONSULTANT

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

CLIENT

[Client Name]

[Company]

[Street address, City, Postcode]

[Email]

This consulting agreement sets out the advisory services the Consultant will provide to the Client and the terms that apply.

1. Services

The Consultant will provide the following services: [Describe the advisory work, meetings, reports or workshops].

2. Fees

The Client pays the Consultant [Currency] [Rate] per hour / a monthly retainer of [Currency] [Amount] (delete one). The Consultant invoices [monthly] with a summary of hours worked.

Service	Hours	Rate	Amount
Strategy workshop	6	[0.00]	[0.00]

Total [0.00]

Invoices are due within [14] days. Late payments may incur interest of [1.5]% per month, and the Service Provider may pause work until overdue invoices are paid.

3. Expenses

The Client reimburses reasonable expenses approved in writing in advance, such as travel. The Consultant provides receipts with each invoice.

4. Independent Contractor

The Service Provider works as an independent contractor, not an employee. The Service Provider is responsible for its own taxes, insurance and equipment, and decides how and when the work is done, subject to the agreed deadlines.

5. Confidentiality

Each party will keep the other party's confidential information private and use it only to perform this agreement. This does not cover information that is public, already known to the receiving party, or required to be disclosed by law. This obligation continues for [2] years after this agreement ends.

6. Non-Solicitation

During this agreement and for [6] months after it ends, neither party will directly hire the other party's staff who worked on this engagement without written consent.

7. Intellectual Property

Ownership of the final deliverables passes to the Client once the related invoices are paid. Until then, the Service Provider keeps ownership and grants the Client a licence to review the work.

The Service Provider keeps ownership of its pre-existing tools, code, templates and know-how, and grants the Client a non-exclusive licence to use any of them that are built into the deliverables.

8. Term and Termination

This agreement starts on the effective date and continues until the services are completed, unless ended earlier under this clause.

Either party may end this agreement with [14] days' written notice. Either party may end it immediately if the other party seriously breaches it and does not fix the breach within [7] days of written notice.

On termination, the Client pays for all work completed up to the termination date, plus any non-refundable costs already incurred.

9. Limitation of Liability

Neither party is liable for indirect or consequential losses, such as lost profits or lost data. Each party's total liability under this agreement is limited to the total fees paid or payable under it, except where the law does not allow liability to be limited.

10. General

Governing law: this agreement is governed by the laws of [State / Country], and the courts of [City] have jurisdiction over any dispute.

Entire agreement: this document, together with any attached scope of work or proposal, is the whole agreement between the parties. Any change must be in writing and signed by both parties.

Notices: notices must be sent in writing to the email addresses above.

Signatures

By signing below, both parties agree to the terms of this agreement.

FOR CONSULTANT

Name: _____

Title: _____

Signature: _____

Date: _____

FOR CLIENT

Name: _____

Title: _____

Signature: _____

Date: _____