



# Engagement Letter for Services

We appreciate the opportunity of providing graphic design, layout, website development and more to <<**Company Name**>>. To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. <<**Employee Name**>> will be the contact person for this engagement.

## What We'll Do

We will create graphic design, copywriting, website, etc. materials from you <<**Company Name**>> with transactions that begin on << **(Effective Date)**>>. If needed, we will work with you to install the appropriate software on the machines you specify. We will meet with you to decide what you need and want, the image you want to portray, the scope and estimate for the project and more. We will work with you to create a time line with expectations of what will be completed and when. We will give you examples to work with and will give you up to five changes throughout the process. We will discuss as needed if more changes are needed. We will deliver to you your final project in the file formats you request and will make sure any printing or production is done in a satisfactory manner.

## What We Need from You

To complete our project(s), we will need all expectations, files, graphics, font preferences, list of services, current website passwords and hosting info (if applicable) and more. We will need a contact person with whom we can get in touch with during the regular work week.

## When We'll Do It

This engagement will begin on <<**date**>> and is estimated to end on <<**date**>>. This engagement is made on a time-and-materials, best-efforts basis.

## Services Outside the Scope of this Letter

You may request that we perform additional services at a future date not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

## Fees

Our fee for these services will be at <<**\$75**>> per hour, plus any out-of-pocket expenses. Stock photography, printing services, etc. will be added as utilized. Invoices will be rendered monthly and are payable on presentation.

## Approvals

We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely yours,  
<<**Your signature**>>

Acknowledged:

\_\_\_\_\_  
<<**Customer**>>

\_\_\_\_\_  
<<**Date**>>