# Steven Turner, Consultant

# Agreement for Services

1. THIS AGREEMENT FOR SERVICES is made and entered into the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Client) and Steven Turner (Consultant).
2. *Scope of Services:* Consultant agrees to provide the following services for Client:



* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Responsibility of Client:* It is the responsibility of the client to provide all documents, materials, flyers, etc. in a timely fashion for Consultant to be able to deliver the finished services on time. Failure to do so may jeopardize the completion of a project.
2. *Compensation:* The Client agrees to compensate Consultant at the rate of $\_\_\_\_\_\_\_per \_\_\_\_\_ from the half hour and billed weekly or the flat rate of $\_\_\_\_\_\_\_\_\_\_. The Client shall receive an invoice via email, itemizing all work done and the amount of time for completion. All invoices shall be due in full within \_\_\_\_\_ day(s). A deposit is required in the amount of $\_\_\_\_\_\_\_\_\_ and is refundable / nonrefundable.
3. *Confidentiality:* Both parties agree to adhere to generally accepted confidentiality practices and to provide each other with their best efforts in fulfillment of this AGREEMENT. Consultant agrees not to disclose private information about the client’s organization. “Private information” does not include information available in the public domain.
4. *Entire AGREEMENT:* This AGREEMENT sets forth the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, arrangements and understanding, written or oral, relating to the subject matter hereof.

**IN WITNESSES WHEREOF,** the Consultant and the Client has executed this AGREEMENT for services as of the date and year first written above.

***Signatures***

|  |  |  |
| --- | --- | --- |
| Consultant:  Address: |  | Client:  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: |  | Phone: [(410) 292 - 6485](tel:(410)%20292%20-%206485) |
| Email: |  | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature Consultant Date Signature Client Date



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