

Client Contracts

A contract is vital. It helps avoid misunderstandings and can protect you. For example, if the person who hired you leaves the company, and is replaced by someone who decides your services are no longer needed, having a contract in place can help you get paid.

Your contract can include the following:

- Your company name, your name, address and contact information
- The client's name(s), address and contact information
- The date(s) and title of the event
- The location of the event
- Description of the service(s) being provided
- Any service(s) not being provided
- Fees, including payment terms, deposits, and reimbursement of expenses
- Clause outlining who is responsible for paying suppliers (you or the client)
- Cancellation policy
- Signature lines for you and the client

On the pages that follow you will find two samples. The first is a sample **“engagement letter”** you might use with an individual client. You could ask your clients to sign it at your initial meeting, or have them return it to you later.

The second is a services agreement which you could adapt for use with a corporate client. It covers a number of additional areas, such as a **product/service liability disclaimer** so that you cannot be held responsible for defects in items you buy or services you subcontract for your clients.

You can adapt these contracts to fit your needs. **Before using any contract, make sure you have it reviewed by your lawyer.**

Sample Engagement Letter

(On Your Letterhead)

[Insert name of Client]

[Insert address of Client]

[Date]

Dear [Name of client],

As promised, I have set out below a description of the services that **[your name/ company]** will provide to you.

I will provide the following services:

[Insert description of the services, such as consultations with the client, getting bids from vendors, on-site coordination of the event, etc.]

My fee for the services performed will be as follows: **[Insert rates, amount of deposit, etc.]**

If you agree that the foregoing fairly sets out your understanding of our agreement, please sign a copy of this letter in the space indicated below, and return it to me at **[insert address, fax number or e-mail address]**.

Yours sincerely,

[Name]

Agreed and Accepted:

[Insert name of client]

Date

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