

LETTER OF ENGAGEMENT

Client Name: _____ Reference No: _____

Parties:

This Letter of Engagement (the “Agreement”) is made between:

- The Client: _____
- The Service Provider: _____

1. Scope of Services

The Service Provider agrees to provide the professional services described herein (the “Services”) to the Client. The specific nature, extent, and objectives of the Services are set out in the attached Schedule A or as otherwise agreed in writing.

2. Fees and Payment

The Client agrees to pay the Service Provider the fees as detailed in Schedule B attached herein. Payments are due within thirty (30) days of receipt of a valid invoice unless otherwise specified. Late payments may attract interest at a rate permitted by law.

3. Term and Termination

This Agreement commences upon execution by both parties and continues until completion of the Services, or until terminated by either party giving written notice of termination to the other. Termination does not affect any rights or obligations accrued prior to termination.

4. Confidentiality

Both parties agree to keep confidential all information disclosed during the engagement and not to disclose such information to any third party without prior written consent, except as required by law or professional obligations.

5. Liability

The Service Provider’s liability under this Agreement is limited to the extent permitted by Australian law. Where permitted, the Service Provider excludes all liability for any indirect, consequential, or economic loss.

6. Governing Law and Jurisdiction

This Agreement is governed by the laws of the Commonwealth of Australia and the parties submit to the non-exclusive jurisdiction of the courts of Australia.

7. Entire Agreement

This Agreement, including any schedules or attachments, constitutes the entire agreement between the parties and

supersedes all prior negotiations, representations, or agreements, whether written or oral, relating to its subject matter.

8. Amendments

No amendment or variation to this Agreement shall be valid unless in writing and signed by both parties.

9. Notices

All notices under this Agreement must be given in writing and delivered by hand, prepaid post, or email to the addresses set out in this Agreement or as otherwise notified in writing.

10. Force Majeure

Neither party shall be liable for any delay or failure to perform its obligations under this Agreement due to causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, civil unrest, or government restrictions.

11. Signatures

CLIENT SIGNATURE

Signature: _____

Name: _____

Position: _____

SERVICE PROVIDER SIGNATURE

Signature: _____

Name: _____

Position: _____

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