

# XYZ CONSULTING FIRM

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## Consulting Services Agreement

### Parties:

**Capitol Consulting Firm**, located at 101 Capitol Avenue, Capitol Hill, WA 98101

XYZ Consulting Firm, located at 456 Oak Avenue, Townsville, New York, 10001

### Date:

**8 February 2023**

### Background:

**Capitol Consulting Firm** seeks to engage XYZ Consulting Firm for professional consulting services to improve their marketing strategy.

### Terms and Conditions:

Scope of Work: XYZ Consulting Firm agrees to **Capitol Consulting Firm** with marketing analysis, strategy development, and implementation support as outlined in Exhibit A attached hereto.

Payment Terms: **Capitol Consulting Firm** shall pay XYZ Consulting Firm a fee of \$X for services rendered, payable in monthly installments. Payment shall be made within 15 days of receipt of invoice.

Duration: This agreement shall commence on [start date] and continue until [end date], unless terminated earlier as provided herein.

### Responsibilities:

XYZ Consulting Firm shall assign qualified personnel to perform the services outlined in Exhibit A.

**Capitol Consulting Firm** shall provide XYZ Consulting Firm with access to necessary information and resources to perform the services.

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**Confidentiality:** Both parties agree to maintain the confidentiality of any proprietary or sensitive information disclosed during the course of the engagement.

**Termination:** Either party may terminate this agreement upon 30 days' written notice if the other party breaches any material provision of the agreement.

**Governing Law:** This agreement shall be governed by and construed in accordance with the laws of the State of [State].

**Amendments:** Any amendments to this agreement must be made in writing and signed by both parties.

**Signatures:**

**Capitol Consulting Firm:** \_\_\_\_\_ (Signature)

By: Emily Johnson, Chief Executive Officer

**XYZ Consulting Firm:** \_\_\_\_\_ (Signature)

By: Michael Patel, Director of Operations

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