

ENGAGEMENT LETTER

From: _____

To: _____

Subject: Engagement for Professional Services

1. Introduction

This letter confirms the terms upon which [Firm Name] ("We" or "the Firm") will provide professional services to you ("the Client"). This Engagement Letter forms the basis of our agreement and supersedes any prior discussions or understandings.

2. Scope of Services

We will provide the following services: [Describe the services to be provided in detail]. These services will be carried out with due skill, care and diligence in accordance with applicable professional standards and UK law. Any services outside this scope will require a new engagement or amendment to this letter.

3. Responsibilities of the Client

You agree to provide all necessary information and assistance to enable us to perform the services effectively and on time. You warrant that all information provided will be accurate and complete to the best of your knowledge.

4. Fees and Payment Terms

Our fees for the services will be calculated as follows: [Specify fee structure, e.g., hourly rates, fixed fees, retainer]. Invoices will be issued [monthly/upon completion] and are payable within 30 days of the invoice date. Late payments may attract interest at the statutory rate under the Late Payment of Commercial Debts (Interest) Act 1998.

5. Confidentiality

We both agree to keep confidential all information obtained during the course of this engagement except where disclosure is required by law or agreed in writing. This obligation survives termination of this engagement.

6. Data Protection

Both parties agree to comply with applicable data protection legislation, including the UK GDPR and the Data Protection Act 2018, in relation to any personal data processed in connection with this engagement.

7. Limitation of Liability

Our liability to the Client for any claim arising out of or in connection with this engagement shall be limited to the amount of fees paid for the services. We exclude liability for indirect, consequential or punitive damages to the fullest extent permitted by law.

8. Term and Termination

This engagement shall commence upon acceptance of this letter and continue until completion of the services or termination by either party upon giving 30 days' written notice. We reserve the right to terminate immediately if you breach any material term of this letter or if we consider the engagement untenable.

9. Conflicts of Interest

We confirm that, to the best of our knowledge, no conflicts of interest exist that would prevent us from acting in this engagement. Should any such conflicts arise, we will notify you promptly.

10. Governing Law and Jurisdiction

This engagement letter and any disputes arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction.

11. Entire Agreement

This letter, together with any schedules or appendices attached hereto, constitutes the entire agreement between the parties relating to its subject matter and supersedes all prior agreements, understandings, or arrangements.

12. Amendments

Any amendments to this engagement letter must be made in writing and signed by both parties.

13. Notices

Any notices to be given under this engagement shall be in writing and delivered by hand, registered post, or electronic means to the addresses specified herein or as updated by notice.

14. Intellectual Property

All intellectual property rights created or arising in connection with this engagement shall vest in the Firm unless otherwise agreed in writing.

15. Force Majeure

Neither party shall be liable for any failure or delay in performing obligations due to causes beyond their reasonable control, including but not limited to acts of God, government restrictions, or strikes.

16. Professional Standards

We shall perform the services in accordance with the applicable professional and ethical standards relevant to our profession.

17. Client Acceptance

Your signature below indicates acceptance of the terms set out in this Engagement Letter and the commencement of the engagement.

CLIENT SIGNATURE

FIRM SIGNATURE

Signature: _____
Name: _____
Date: _____

Signature: _____
Name: _____
Date: _____

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