

**APPENDIX B**

(Sample)

**Letter of Agreement**

This letter will confirm the arrangements we discussed for you to retain our firm.

\_\_\_\_\_ hereby retains

(Client name)

\_\_\_\_\_ to perform human resource services

(Consulting business)

commencing \_\_\_\_\_ and continuing until \_\_\_\_\_ (inclusive).

(Start date)

(End date)

For these services, the Client agrees to pay a daily rate of \$\_\_\_\_\_ for a maximum of 66 days. \_\_\_\_\_ will provide the following services:

(Consulting business)

- ! recruitment of 15 employees for entry-level positions as specified by the Client
- ! co-ordination and delivery of training activities for 15 newly hired staff, including employee orientation, Windows' 95, and SPECTRUM 20 Level One training.

All expenses directly associated with the above-mentioned services will be paid by the client. Expenses are estimated at \$ \_\_\_\_\_ and will not exceed that amount without written authorization from the Client.

Invoices for services shall be due monthly and payable within 30 days of the invoice date.

We look forward to working with you to build your organizational team.

\_\_\_\_\_  
(Name of Client)

\_\_\_\_\_  
(Name of Consulting Business)

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Date \_\_\_\_\_