**Retainer Agreement Template**

By signing this Agreement, **[Client/Business Name]** (“Client”) has retained\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“Service Provider”) to proceed with the requested services, and agrees to the terms and conditions as set forth in this Agreement:

1. SERVICES. Client has retained Service Provider to perform:

2. PAYMENT. Client agrees to commit to (retainer fee in full must accompany signed contract):

3. RETAINERS.

4. CLIENT RESPONSIBILITIES.

5. OFFICE HOURS & COMMUNICATION.

6. PROJECTS COMPLETION.

7. MATERIALS & INFORMATION.

8. EXPENSES.

9. DELIVERY.

10. ACCURACY.

11. PAYMENT OPTIONS.

12. NSF FEES.

13. LATE PAYMENTS.

14. LIEN.

15. LATE FEES.

16. PROPERTY.

17. ACCURACY OF INFORMATION.

18. INDEMNIFICATION/RELEASE OF LIABILITY.

19. TERMINATION.

20. EXPIRATION & MODIFICATION.

21. ADDITIONAL PROVISIONS.

The terms and conditions of this Agreement may be modified or amended as necessary only by written instrument signed by both parties. By signing this Retainer Agreement, I indicate that I understand, agree to and accept the terms and conditions as contained herein, dated this 11TH day of November 2009.

CLIENT SERVICE PROVIDER

\_\_\_\_\_ \_\_\_\_\_

Authorized Signature Authorized Signature

Printed Name Printed Name

Title Title

Business/Company Name Business/Company Name

Address Address

City, State, Zip City, State, Zip

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Phone Fax Phone Fax