This document represents an agreement between Karl E. Wiegers (the Consultant) and [CLIENT] regarding a software engineering consultation event.

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| **Event** | The Consultant agrees to meet with employees of [CLIENT] on [DATE] at [LOCATION]. The purpose of this event is [PURPOSE]. The contact person at [CLIENT] is [CONTACT]. |
| **Deliverables** | The Consultant will provide the following deliverables from this event: |
| **Facility** | [CLIENT] will arrange a schedule to make the agreed-upon individuals available for discussions with the Consultant in facilities that provide suitable privacy and freedom from interruption. |
| **Confidentiality** | The Consultant warrants that any information revealed to him by employees of [CLIENT] will be held in confidence and will not be divulged without permission from [CLIENT] to anyone outside [CLIENT]. Information revealed to the Consultant during discussions with employees of [CLIENT] will not be reported to [CLIENT] management with attribution to individuals. |
| **Financials** | [CLIENT] agrees to pay a fee of $[FEE] for this event, which includes travel and lodging expenses for the Consultant. The Consultant will submit an invoice to [CLIENT] within 10 days after the event, and [CLIENT] will mail a check to the Consultant within 30 days after receipt of the invoice. Interest on past due accounts shall accrue at a rate of 1 percent per month or portion thereof. |
| **Guarantee** | If [CLIENT] determines that the services provided do not satisfy their expectations, the Consultant will provide a full or partial refund of the consulting fee. |
| **Employment Status** | The Consultant and [CLIENT] agree that the Consultant is not an employee of [CLIENT], but is providing services as an independent professional consultant. |
| **Limitation of Liability** | The Consultant shall not be held liable for any loss or lack of benefit ensuing from application of the advice or recommendations presented during this consultation. |
| **Contingencies** | In the event that the Consultant is unable to participate due to illness or emergency, he will notify [CONTACT] as early as possible, and a new date may be scheduled. Neither the Consultant nor [CLIENT] is responsible for any expenses under these conditions. In the event that [CLIENT] cancels or reschedules the event after this agreement is signed by both parties, [CLIENT] agrees to pay $[CANCEL] as a cancellation or rescheduling fee. |

Accepted:

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**Process Impact Date [CLIENT] Date**