

CONSULTING ENGAGEMENT AGREEMENT

Between: [CONSULTANT NAME] (“Consultant”)

And: [CLIENT COMPANY NAME] (“Company”)

Date: [AGREEMENT DATE]

1. ENGAGEMENT OVERVIEW

1.1 Services

Consultant agrees to provide consulting services at the customer, helping to draft on the Company’s AI policy and approach for market information purposes.

1.2 Consulting Details

- **Date:** [DATE]
- **Duration:** Two day event
- **Location:** _____
- **Stakeholders:** CEO, CIO, VP Sales

2. COMPENSATION AND EXPENSES

2.1 Day Rate

The normal consultancy rate of the Consultant is [STANDARD DAY RATE] [CURRENCY] per day.

Company agrees to pay Consultant a fee of [AGREED FEE] [CURRENCY] for the engagement. This fee will cover all preparation time spent, and all travel time.

2.2 Payment Terms

Payment due within 30 days of invoice submission following completion of services.

2.3 Expenses

Company will reimburse Consultant for:

- Round-trip transportation costs
- Accommodation (if overnight stay required)
- Meals and incidental expenses up to [DAILY EXPENSE LIMIT] [CURRENCY] per day
- Other pre-approved reasonable business expenses

2.4 Expense Documentation

All expenses must be supported by original receipts and submitted within 30 days of the event.

3. INTELLECTUAL PROPERTY

3.1 Company Materials

All presentation materials, methodologies, case studies, and proprietary information relating to Company's AI policy remain the exclusive property of the Company.

3.2 Presentation Content

Consultant acknowledges that the output materials will be based on Company's proprietary approaches and agrees not to use such materials for competing organizations without written consent.

3.3 General Knowledge

This agreement does not restrict Consultant's use of general industry knowledge, public information, or skills developed through general experience.

4. CONFIDENTIALITY

4.1 Non-Disclosure

Consultant agrees to maintain strict confidentiality regarding:

- Company's proprietary AI methodologies and strategies
- Customer information and prospects discussed
- Internal business strategies and competitive information
- Any confidential information learned during the engagement

4.2 Duration

Confidentiality obligations continue for 3 years following completion of services.

5. PROFESSIONAL STANDARDS

5.1 Content Approval

Company retains right to review and approve presentation materials prior to the event.

5.2 Availability

Consultant will be available for reasonable preparation meetings and post-event follow-up as needed. Follow-up meetings can be held at additional cost.

6. CANCELLATION AND MODIFICATION

6.1 Cancellation by Company

- More than 30 days notice: No penalty
- 15-30 days notice: 50% of agreed fee
- Less than 15 days notice: 100% of agreed fee plus any non-refundable expenses

6.2 Cancellation by Consultant

Consultant may cancel with 30 days written notice without penalty, except in cases of force majeure.

6.3 Modifications

Any changes to this agreement must be in writing and signed by both parties.

7. LIABILITY AND INDEMNIFICATION

7.1 Limited Liability

Consultant's liability is limited to the total compensation paid under this agreement.

7.2 Company Indemnification

Company agrees to indemnify Consultant against claims arising from authorized presentation of Company materials and policies.

8. INDEPENDENT CONTRACTOR

8.1 Relationship

Consultant is engaged as an independent contractor, not as an employee of Company.

8.2 Taxes

Consultant is responsible for all applicable taxes on compensation received.

9. GENERAL TERMS

9.1 Governing Law

This agreement is governed by the laws of [JURISDICTION].

9.2 Dispute Resolution

Any disputes will be resolved through binding arbitration under the rules of the [ARBITRATION BODY].

9.3 Entire Agreement

This agreement constitutes the entire understanding between the parties and supersedes all prior agreements.

9.4 Severability

If any provision is deemed unenforceable, the remainder of the agreement remains in full effect.

9.5 Assignment

This agreement may not be assigned without written consent of both parties.

SIGNATURES:

Consultant:

Signature: _____

Date: _____

Print Name: _____

Company:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Company: _____