[Consultant Name]

Consulting Agreement: Fundraising Services

Client: [Insert Name of Client]

Scope of Services: [Include a few sentences that generally describe the scope of services to be provided under the terms of this agreement]. Specifically, the consultant will:

[Itemize the specific services that will be provided]
[By the consultant]
[By the consultant]
[By the consultant]
[By the consultant]
[By the consultant]

Timeframe: This agreement covers services provided from [insert start date] through [insert end date].

Fee: [If there is a flat fee for all of the above, specify that. If there is an hourly rate, specify that. For hourly contracts, it is generally best to include the expected number of hours, as well as a "not to exceed" number of hours or total cost].

Additional Requirements: [Additional requirements are as follows: (adapt text as needed for your situation)]

[Include line items for any specific requirements that apply to client or consultant].
[If there is a specific deadline, or if there are intermediate deadlines, specify here].
[If the client must provide consultant access to their donor database by a certain date, specify here].
[If a consultant must provide weekly updates, specify that here].

Terms: [Specify terms within which payment must be made. For example, will work in progress be billed monthly? Is a deposit required? This should clearly spell out when services will be invoiced and when payment is required].

Approved by:

_____ _____

[Insert Name of Authorized Signer] Date
on behalf of [Insert Name of Organization]

Please return the signed agreement to [insert consultant email address, fax number, or mailing address].

Sample