**Sample Letter of Agreement**

March 1, 2007

Mr. Steve Smithee  
President  
Smithee & Company  
1010 Main Street  
Kansas City, Missouri 64105

Dear Mr. Smithee:

The purpose of this letter of agreement is to outline the scope of the writing services that [FREELANCER NAME] will perform for Smithee & Company.

Services to Be Rendered

[FREELANCER NAME] agrees to write a four-page brochure describing the engineering services of Smithee & Company. Information for the brochure will be provided, on a timely basis, through existing corporate materials as well as through interviews with Steve Smithee and other appropriate Smithee & Company staff.

Smithee & Company 1) will provide all photos, charts and other graphics to be included in the brochure, and 2) is responsible for printing and other production costs related to the brochure.

Fee

Services will be performed at the rate of $60 per hour. I estimate that this project will take between 25 and 40 hours and cost between $1,500 and $2,400. If fewer than 25 hours are required, Smithee & Company will be charged only for the actual hours [FREELANCER NAME] works on the project.

Additional Costs

The estimated fee outlined above includes a first draft and one edit of the four-page brochure. Hours for additional edits and/or a longer brochure will be billed at the rate of $60 an hour.

All hours in excess of the estimated project maximum (40 hours) listed in the Fee section must be approved in writing by Smithee & Company.

Timeline

[FREELANCER NAME] will deliver a first draft of the brochure to Smithee & Company by Wednesday, March 26. The final edited version (including hard copy and a computer disk in Word) will be delivered by Monday, April 2, as long as Smithee & Company staff members are available on a timely basis to discuss changes to the original.

Terms of Payment

$750 will be paid to [FREELANCER NAME] within five days after the signing of this letter of agreement. Smithee & Company will be billed for the balance at the end of the project (tentatively April 2) and payment in full will be due within 15 days.

Sincerely,

Freelancer Name  
Freelancer Address  
City, State & Zip Code  
Phone Number   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
John Smithee  
Smithee & Company