

LETTER AGREEMENT FOR PROJECT SERVICES CONTRACT

[on company letterhead]

November 9, 2005

[name of contractor]
[address]

Dear Sir/Madam:

[Client] wishes to retain you as an independent contractor to provide *[description of services to be provided]* (the "Services") to us and our clients in connection with our *[insert description of project]* (the "Project") on the terms set forth in this letter.

Timetable

All Services will be performed in a competent and professional manner and to the best of your ability. The timetable for delivery and completion of the Services is as follows:

Date	Item to be Completed / Delivered
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This timetable may only be changed with [Client]'s prior approval. You will be responsible for providing [regular/weekly/other] progress reports so that [Client] may monitor your progress. [Client] reserves the right to terminate this Agreement if you fall behind schedule or do not meet the delivery date(s) set out above.