

# DELIVERABLES AGREEMENT LETTER

[on Customer letterhead]

December 29, 2005

[name of contractor]  
[street address]  
[city, state/province, zip/postal code]

Dear Sirs:

**Re: [name of project] (the "Project")**

As we have previously discussed, [name of Customer] (the "Company") wishes to retain you to provide us with the following deliverables (the "Deliverables") in connection with the above noted Project, on the terms set out in this letter:

*[list the deliverables to be provided]*

## **Time-Table**

All Deliverables will be prepared in a competent and professional manner and to the best of your ability. The time-table for delivery and completion of the Deliverables is as follows:

*[set out scheduled dates and items to be delivered and/or completed on or by each date]*

This time-table may only be changed with the Company's prior approval. We will require you to provide regular monthly progress reports. The Company reserves the right to terminate this Agreement if you fall behind schedule or do not meet the delivery and completion times set out above.