**Service Agreement Letter**

1. THE PARTIES. This Service Contract (the “Agreement”) made on September 15, 20XX, is by and between:

Service Provider: Bright Solutions Consulting, with a mailing address of 456 Oakwood Avenue, Suite 200, Springfield, IL 62701 (the “Service Provider”), and

Client: XYZ Corporation, with a mailing address of 789 Elm Street, Suite 500, Springfield, IL 62702 (the “Client”).

The Service Provider and the Client are each referred to as a “Party” and, collectively, as the “Parties.”

IN CONSIDERATION of the provisions contained in this Agreement and for other good and valuable consideration, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

2. TERM. The term of this Agreement shall commence on September 30, 20XX, and terminate upon the completion of the services OR either party providing 30 days’ notice to the other.

3. SERVICES. The Service Provider agrees to provide the following Service(s): Strategic Business Consultation and Analysis (hereinafter the “Services”).

4. COMPENSATION. The Client agrees to pay the Service Provider the following compensation for the Services performed under this Agreement: $5,000 per month (hereinafter known as the “Compensation”).

5. PAYMENT METHOD. The Client shall pay the Compensation within 15 days upon the Client receiving an Invoice from the Service Provider.

6. RETAINER. The Client is (☐ Required | ☐ Not Required) to pay a Retainer. If required, the retainer shall be in the amount of $2,000.

7. INDEPENDENT CONTRACTOR STATUS. The Service Provider, under the code of the Internal Revenue (IRS), is an independent contractor, and neither the Service Provider’s employees nor contract personnel are or shall be deemed, the Client’s employees.

8. SUCCESSORS AND ASSIGNS. The provisions of this Agreement shall be binding upon and inure to the benefit of heirs, personal representatives, successors, and assigns of the Parties.

9. DEFAULT. In the event of default under this Agreement, the defaulted Party shall reimburse the non-defaulting Party or Parties for all costs and expenses reasonably incurred by the non-defaulting Party or Parties in connection with the default, including, without limitation, attorneys’ fees.

10. GOVERNING LAW. This Agreement shall be governed under the laws in the State of Illinois.

11. SEVERABILITY. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid.

12. ADDITIONAL TERMS AND CONDITIONS.

[No additional terms and conditions.]

13. SIGNATURES. IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

Client’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: September 15, 20XX

Print Name: John Smith

Service Provider’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: September 15, 20XX

Print Name: Mary Johnson