

CONSULTANT SCOPE OF SERVICES TEMPLATE EXAMPLE

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CONSULTING FIRM	Smith Consulting Group
PROJECT MANAGER	John Smith
PHONE	
EMAIL	
MAILING ADDRESS	
CLIENT	ABC Tech Solutions
DATE	MM/DD/YY

1. PURPOSE

This Consultant Scope of Services document outlines the terms and conditions for the consulting engagement between Smith Consulting Group and ABC Tech Solutions. The purpose of this document is to define the scope, responsibilities, and expectations for both parties.

2. SCOPE OVERVIEW

The consulting engagement aims to develop a comprehensive digital marketing strategy to enhance ABC Tech Solutions' online presence and customer engagement.

3. SCOPE OF CONSULTING SERVICES

The consultant shall provide the following services:

- Conduct market research to identify target demographics.
- Develop a digital marketing strategy encompassing SEO, social media, and email marketing.
- Provide monthly performance reports and recommendations.

4. CONSULTANT RESPONSIBILITIES

The consultant shall:

- Conduct market research and competitor analysis.
- Develop and implement SEO strategies.
- Create engaging social media content.
- Monitor campaign performance and adjust strategies as needed.
- Provide monthly progress reports to the client.

5. PROJECT TIMELINE

Present a timeline or schedule of deliverables, milestones, and deadlines.

DELIVERY DATE	DELIVERABLES	NOTED MILESTONES
MM/DD/YY	Completion of market research	
MM/DD/YY	Launch of digital marketing campaigns	
MM/DD/YY		Submission of final performance report
MM/DD/YY		

6. CLIENT RESPONSIBILITIES

The client shall:

- Provide access to existing marketing data and website analytics.
- Appoint a designated contact person for communication with the consultant.

7. CONSULTING FEES AND PAYMENT

The consulting fee for this engagement is \$10,000 per month, payable in monthly installments. Invoices will be submitted on the 1st day of each month.

8. CONFIDENTIALITY AND DATA PROTECTION

Both parties agree to maintain the confidentiality of all project-related information and data. Any sensitive information will be handled in accordance with applicable data protection laws.

9. INTELLECTUAL PROPERTY

Any intellectual property created during the consulting engagement shall be owned by ABC Tech Solutions.

10. COMMUNICATION AND REPORTING

Regular communication will occur through email and bi-weekly meetings. Progress reports will be submitted monthly in PDF format.

11. CHANGE MANAGEMENT

Any changes to the scope of services or project requirements must be agreed upon in writing by both parties.

12. TERMINATION AND DISPUTE RESOLUTION

In the event of termination, either party must provide 30 days' written notice. Disputes will be resolved through mediation.

13. LIABILITY AND INSURANCE

Smith Consulting Group carries professional liability insurance. ABC Tech Solutions agrees to hold harmless and indemnify Smith Consulting Group for any claims arising from the engagement.

14. ETHICAL GUIDELINES

Smith Consulting Group shall adhere to the highest ethical and professional standards throughout the engagement.

15. CLIENT FEEDBACK AND EVALUATION

Client feedback is encouraged, and a post-engagement evaluation will be conducted to assess project outcomes.

16. REFERENCES AND CASE STUDIES

Smith Consulting Group may use this engagement as a reference and potentially include it in case studies for promotional purposes, subject to client approval.

17. TERMS AND CONDITIONS

Any additional terms and conditions specific to this engagement are outlined in this document.

APPENDICES

Attach any additional documents, such as consulting proposal or work plan.

SIGNATURES

PROJECT MANAGER	John Smith (Smith Consulting Group)
SIGNATURE	
DATE	MM/DD/YY
CLIENT	Alice Johnson (ABC Tech Solutions)
SIGNATURE	
DATE	MM/DD/YY

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