



# TENDING THE VINEYARD

## Stewardship of Religious Property

### *Educational Sessions for Strategic Property Planning*

#### **SESSION 3 Engagement Letter Example**

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Date

Name and Address of Religious Institute

Dear Name of Designated Religious Institute Contact:

This letter of engagement is intended to reflect our mutual understanding about the professional services Name of Individual, Group or Firm will provide to the Name of Religious Institute and fee arrangements for those services. If you are satisfied with the scope of services and fee arrangements as described, please sign at the end of this letter where indicated. This letter will then constitute our general agreement.

#### **GENERAL SCOPE OF SERVICES**

Name of Individual, Group or Firm will provide professional services to assist the Name of the Religious Institute. The specific services to be provided will be essentially as described in our proposal entitled Title of Proposal as Submitted dated Date of Proposal.

#### **STAFFING AND FEES**

Staffing will be as described in our proposal. To recap, the current hourly billing rates for the individuals who will work most closely with you are:

<b>NAME OF PROFESSIONAL</b>	<b>CURRENT HOURLY BILLING RATE</b>
	\$
	\$
	\$
	\$

In addition to these fees, we also charge for expenses such as travel, supplies and reproduction expenses. We economize on these expenses when possible, including finding the most





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economical modes of transportation and accepting your hospitality when lodging is needed and available.

Total estimated fees and expenses for the services encompassed by this letter are Total Amount of Fees and Expenses.

We understand that you are making a major commitment of resources and pledge to work diligently with you throughout the project to find ways to assure actual fees and expenses are within this amount.

Our customary practice is to bill monthly for our services. We can be flexible if you prefer an alternative billing arrangement, so please let me know if you do.

Thank you for selecting us to provide professional services. We look forward to establishing a close working relationship with you and the members of the Name of Religious Institute.

Sincerely,

(Name of Individual, Group or Firm)

The foregoing accurately describes our general understanding of the scope of services being provided, the fees associated with those services, and is accepted by us.

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On behalf of the Name of Religious Institute

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Date

