

Consulting Retainer Agreement Template

Between [YOUR COMPANY NAME] ("the Consultant") and [CLIENT NAME] of [CLIENT CITY] ("the Client").

Dated [DATE].

1. Engagement

The Client engages the Consultant on a retained basis for the advisory work described in the accompanying scope. The Consultant works as an independent contractor, not an employee, and is responsible for its own tax and insurance.

2. Term and renewal

The retainer runs from [START DATE] to [END DATE] and renews for successive terms of the same length unless either party gives [NOTICE PERIOD] written notice before the end of the current term.

3. Retainer fee

The retainer is [CONTRACT VALUE] per period, invoiced in advance and payable within 30 days. The fee covers the agreed scope; work beyond it is quoted separately and agreed in writing first.

4. Availability

The Consultant will make the agreed time available across each period. Unused time does not roll over into the next period unless agreed in writing.

5. Confidentiality

Each party will keep the other's non-public information confidential, use it only for this engagement, and return or destroy it on request. This survives termination.

6. Conflicts

The Consultant may work with other clients, including in the same sector, but will not act on a matter directly adverse to the Client without written consent.

7. Intellectual property

Deliverables prepared specifically for the Client transfer on payment in full. The Consultant retains its own methods, templates and general know-how.

8. Liability

Each party's total liability is limited to the fees paid in the twelve months before the claim. Neither party is liable for indirect or consequential loss.

9. Governing law

Governed by the laws of [YOUR COUNTRY].

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