

Sample Document

LETTER OF AGREEMENT (date)

This is an agreement between the Town of XX and the School of Government (SOG), at the University of North Carolina at Chapel Hill. Its purpose is to secure professional services to prepare agendas, facilitate, and document Board of Alderman planning retreat.

1. Services. Completion of a retreat. A full outline of services to be provided is included in the agenda (attached).
2. Duration of Services. The services outlined in this agreement shall take place on XX.
3. Compensation. The Town of XX agrees to pay \$ X,XXX to the SOG based on daily rate of \$XX per day. Town of XX agrees to reimburse the SOG for reasonable travel, lodging, and meal expenses.
4. Payments. Payments shall be made to the School of Government, upon invoicing from the SOG, as follows: in one lump sum following completion of the work
5. Ownership of Materials. The SOG shall provide Town of XX with meeting notes.
6. Liaisons. XX shall serve as a liaison for issues concerning work under this agreement. XX shall serve as liaison for the SOG.

Contact Information for SOG

Contact Information for Town of XX

7. Modification, Extension, and Termination. This agreement represents the entire agreement between the parties. It may be modified, extended, or terminated by mutual consent of the parties.

Organization

By: _____
Name
Title
Date

School of Government

By: _____
Name
Title
Date