

Professional Services Agreement and Sign-Off

This Professional Services Agreement (the "Agreement") is entered into and made effective as of the date of final signature below, by and between the Service Provider and the Client identified below.

1. Agreement Parties

Service Provider:

Client Name:

2. Project Description and Scope

The Service Provider agrees to perform professional services as detailed in the agreed Scope of Work. Both parties acknowledge that any changes to the scope must be documented and signed in writing.

Project / Service Name:

Estimated Start Date:

Estimated Completion Date:

3. Terms and Conditions Summary

- **Fees & Payment:** Client agrees to pay the fees as structured in the associated invoice or milestone agreement.
- **Confidentiality:** Both parties agree to keep all proprietary information confidential.
- **Termination:** Either party may terminate this agreement with written notice as defined in the master service terms.

4. Sign-Off and Authorization

By signing below, the parties agree to the terms, conditions, and scope of work outlined in this document.

For: Service Provider

Authorized Representative Name:

Signature:

Date:

For: Client

Authorized Representative Name:

Signature:

Date: