

# **EXAMPLE #2: LETTER OF ENGAGEMENT XYZ Consulting Agrologist Inc.**

## **Letter of Engagement**

Xxxxxxx yyy, 2018

Ms or Mr.. XXXXX YYYYY,  
Title,  
XXXX Department,  
YYYYYYYYYYY Ltd,  
Street Address  
City/Town, Prov. PC

Email:

Dear XXXXXXXX;

**RE: XYZ Consulting Agrologist Inc. Letter of Engagement to XXXXX.**

This engagement proposal is provided in response to your initial phone call and your follow-up email contact to me on XXXXX, YYYYY.

### **Engagement Details:**

#### **Parties to the Engagement:**

- **XYZ Consulting Agrologist Inc.**, a company incorporated in Saskatchewan and owned solely by Jane Smith, PAg.
- **XXXXXX Ltd. (XXXXX)**, represented by Ms. Or Mr. XXXXX YYYYYYY, Title, XXXX Department, XXXXX Ltd, City, Prov PC

#### **XYZ's fee schedule is:**

- Services related to: Information/data/facts gathering and review, analysis and assessment; correspondence and report writing; mentoring/counselling; and expert witness services: \$xxx.00/hour,
- Travel time: \$xx.00/hour,
- Mileage rate: \$0.55/km
- Meal per diem while on engagement away from City/Town:
  1. Prairie Provinces Rural - Breakfast-\$12.00; Lunch- \$15.00; Dinner: \$20.00.
  2. If travel required outside Prairie Provinces or in major urban centres in the Prairie Provinces, then actual meal costs will be claimed with meal cost receipts submitted.

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### **Focus of Engagement:**

**From an Agronomy and business perspective to provide relevant insights and proposed actions re: XXXX.**

As per my telephone discussions with you on xxxxx and our follow-up emails on yyyy, as per your direction, on zzzzzzzzzz, the following is my understanding of the work engagement in terms of the objectives, scope and deliverables.

If you are in agreement with the Objectives, Scope of Work and Description of Deliverables outlined below please have the authorized signing authorities for XXXXXX LLP/Ltd. sign in the space indicated below and return this signed original to me. You can email me a scanned PDF version or digitally signed PDF version, to expedite the process, but also please provide the original paper copy as well.

As per our telephone discussion and XYZ's engagement protocol I will be scheduling initiating any required visit and/or telephone/video conference appointments and other actions with 'known key info sources and contacts' to interview these contacts and visit any relevant sites etc.; my objectives for these interviews, visits, actions etc. are to:

- to meet and interview the identified current key contacts and information sources,
- collect key business and agronomic information about the relevant agronomy related items and issues, etc.
- Other information as defined.

Upon receipt of this letter with your signature, I will initiate and finalize my work re completing the Objectives, Scope of Work and Deliverables listed below or as modified as per the needs of the engagement and mutually agreed to in this letter of engagement.

### **Engagement Objectives:**

- **To provide to you the requested agronomy related** information, reviews, factual representations, assessments, mentoring, guidance, observations, conclusions and proposed actions that will assist you in determining the business and technical viability of your business vision, and
- **To assess, from an agronomy perspective,** information gathered and develop conclusions/recommended resolutions that you may choose to implement relative to the issues involved.

### **General scope of work:**

The scope of work below reflects the following guideline comments provided by you:

- *Get the particulars from discussed and other TBD reliable sources re: current status of and documentation available from investigations already done or underway,*
- *Determine the agronomy based cause(s) of AAAAAAAA's allegations, etc. and the degree and extent of XXXXXXXXX Ltd. role/culpability, and/or define any other reasons/factors that may have caused the alleged harm/injury,*

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- If required provide an estimate of the economic impact (loss) contributed by other possible factors,
- Other items as may be mutually agreed and confirmed in writing,

**Methodology and approach** - Relevant data and information gathering and assessment:

- Travel to locations or do telephone/video conference meetings and complete interviews with key contacts and info sources and follow-on discussions with you and any other relevant parties we agree should be contacted (face to face and/or telephone, video conference, etc. as is practical and effective),
- Complete an agrology based review and assessment of the claimed and other discovered reasons for the alleged harm/injury/damage,

**Deliverables:**

- A comprehensive, organized and detailed written report (in hard-copy and/or electronic format as per your reference) to your attention, which addresses the work assignment objectives and scope as defined above in this letter, and/or
- Attendance at any meetings or other type of conference(s) where project business and Agrology specific perspectives and input are required.

Invoice (s) for services rendered will be provided at the end of the engagement or in approximately monthly tranches depending on the duration of the engagement. Invoice terms for payment are net due 30 days after date of invoice. My billing amounts will reflect my rate schedule as provided above.

I look forward to follow-up communication with you and to providing XYZ Consulting services.

Sincerely,

Jane Smith, PAg.  
President, XYZ Consulting Agrologist Inc.

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## **Engagement Agreement approval:**

Signing in the space designated below by the authorized signing authority (ies) for XXXXXX LLP. indicates approval the Objectives, Scope of work, Approach and Deliverables, the fee schedule and invoicing terms outlined in this letter as they relate to engaging Jane Smith, PAg. through XYZ Consulting Agrologist Inc.:

\_\_\_\_\_  
Printed Name of Authorized Signing Authority (ies) for XXXXXX .

\_\_\_\_\_  
Signature of Authorized Signing Authority (ies) for XXXXXX .

Date: \_\_\_\_\_

SAMPLE