

Retainer Agreement

Client: [Client name]

Provider: [Provider name]

Start date: [Date]

1. Retainer Services

Provider will make available up to [Included hours] of services per month to Client, covering: [describe the scope of work included — e.g., "ongoing website maintenance, minor content updates, and email support."]

2. Fee

Client will pay Provider a monthly retainer fee of [Monthly fee], due [terms, e.g., "on the 1st of each month"], regardless of hours actually used.

3. Additional Work

Work beyond the included hours in a given month is billed separately at [rate, e.g., "\$100/hour"], with Client's prior approval.

4. Rollover

[State whether unused hours roll over — e.g., "Unused hours do not roll over to the following month" or "Up to 5 unused hours may roll over to the next month."]

5. Term & Termination

This agreement renews automatically each month unless either party gives [Number, e.g., 30] days' written notice to terminate.

6. Confidentiality

Each party agrees to keep the other's confidential information private.

7. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Provider name] ("Provider")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.