



## **Example Terms and Conditions Document**

Mr Smith  
Director  
A Business Ltd

### **A business Ltd and Hyde House (HH) – business agreement**

Thank you for the opportunity to provide consulting services. This letter summarises our engagement conversations and will serve as the agreement between us.

HH agrees to perform the following services for A business Ltd (ABL):

1. To act as agent in the disposal of the business to an agreed purchaser including but not limited to:
  - a. Contact and negotiation with the potentially interested parties
  - b. Preparation of appropriate documentation
  - c. Close liaison with the AFL and nominated individuals e.g. Accountants
  - d. Initiating and attending appropriate meetings
  - e. Negotiation of terms and conditions of disposal
  - f. Liaison with professional advisers as becomes necessary following any agreement
  - g. Maintaining confidentiality

In consideration for performance of these services, ABL agrees to pay HH:

1. An engagement fee of £xxx
2. A fee on completion structured as:
  - a. x% on the first £1m
  - b. Y% of the proceeds thereafter up to £4m
  - c. z% of the proceeds thereafter

- VAT is to be added to all fees payable

Hyde House will submit an invoice three working days prior to any scheduled completion date. The invoice is to be paid in full on the completion date. In the event

that the ABL decides not to complete having entered into an agreement for sale then the fees become payable as shown above.

If this agreement accurately summarises the terms of our earlier conversation, please sign below on this and the attached copy. Retain one copy for your records and return one to me together with the commitment fee of £xxxxx

Best regards,

Barry Parsons

Director

Agreed to by:

A Business Ltd

BY: \_\_\_\_\_ *[Signature]*

POSITION:

DATE: