ADDENDUM TO ENGAGEMENT LETTER

Date: [Insert Date]

Client Name: [Insert Client Company Name]

Original Engagement Date: [Insert Date of Original Agreement]

This document serves as an Addendum to the professional services engagement agreement between [Insert Your Firm Name] ("Consultant") and [Insert Client Company Name] ("Client"). This Addendum outlines the specific scope and terms for Outsourced Chief Financial Officer (CFO) Services.

1. Scope of Services
The Consultant will provide the following strategic financial services:

- Financial strategy development and capital structure advisory.
- Budgeting, forecasting, and financial modeling.
- Monthly financial statement review and board-level reporting.
- Cash flow management and optimization.
- Oversight of internal accounting staff and systems.
- Support for fundraising, audits, or M&A activities as required.

2. Compensation and Billing
For the services described above, the Client agrees to pay:

- **Fixed Monthly Fee:** $[Insert Amount] per month.
- **Hourly Rate (Out of Scope):** $[Insert Amount] per hour for projects exceeding the defined scope.

Invoices will be issued on the [Insert Day] of each month and are due upon receipt.

3. Term and Termination
This Addendum shall commence on [Insert Start Date] and remain in effect until terminated by either party with [Insert Number, e.g., 30] days' written notice.

4. Integration
All other terms and conditions of the original Engagement Letter dated [Insert Original Date] remain in full force and effect.

Agreed and Accepted:

[Insert Your Firm Name]
Signature: ____________________________

Name: [Insert Name]
Title: [Insert Title]

[Insert Client Company Name]
Signature: ___________________________
Name: [Insert Name]
Title: [Insert Title]