

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Engagement for Buy-Sell Agreement Financial Advisory Services

Dear [Client Name],

This letter confirms the engagement of [Advisory Firm Name] ("Advisor") by [Company Name] ("Client") to provide financial advisory services regarding the development, valuation, or restructuring of the Company's Buy-Sell Agreement.

1. Scope of Services

Advisor agrees to perform the following services:

- Review current governing documents and existing buy-sell provisions.
- Provide financial analysis regarding valuation methodologies (e.g., formula-based, fixed price, or independent appraisal).
- Consult on funding mechanisms, including insurance-backed arrangements or installment buyouts.
- Collaborate with Client's legal and tax counsel to ensure financial feasibility.

2. Fees and Payment

The fee for these services is established as follows:

- Retainer: [Amount] due upon execution of this letter.
- Project Fee/Hourly Rate: [Amount] per [Hour/Project].
- Invoices are payable within [Number] days of receipt.

3. Client Responsibilities

Client agrees to provide all necessary financial records, tax returns, and ownership data required for Advisor to perform the analysis. Advisor will rely on this information without independent verification.

4. Limitations

Advisor is providing financial consulting only. This engagement does not constitute legal or tax advice. Client is advised to have all final agreements reviewed by legal counsel.

5. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and non-public information exchanged during this engagement.

6. Termination

Either party may terminate this agreement upon [Number] days' written notice. Client shall pay for all services rendered up to the date of termination.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Signature]

[Name of Advisor]

[Title]

[Advisory Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____