**GL2. SENDING CLIENT/ARCHITECT AGREEMENT LETTER (DELETE BEFORE SENDING)**

Italic, red text is a prompt for you to insert, delete, modify, or accept text as required according to the circumstances of your project.

Guiding comments are highlighted in yellow.

When you are finished editing, delete this Text Box and delete/replace all the red text.

You can use this letter text in the body of the email or prepare it and attach as a PDF.

*[Insert Date]*

*Insert Client Name*

*Insert Client Address]*

**CONFIDENTIAL**

Dear *[Insert Client name]*

**Re: *[Insert project name here]***

**Project: *[Insert project name]***

Further to our *phone call/email/meeting* of *[insert date of]* we confirm our engagement as your architects and thank you for this commission.

Attached is the final Client Architect Agreement, we previously discussed with you.

Please take a moment to read the Client Architect Agreement. If all is in order, *please sign this PDF electronically and return the signed copy to us by email* *OR please follow the prompts in the email you will receive from DocuSign*.

As soon as we receive the signed agreement, this will permit us to commence our services to you for your Project.

If you have any queries about the terms of our engagement as set out in the agreement, please contact me on: *[insert preferred contact details]*.

We look forward to working with you on your project.

Yours sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pty Ltd Architects**

*[****Descriptive Explanation (DELETE BEFORE SENDING)***

* *this letter should be sent as soon as possible after the initial engagement or fee proposal letter or some other meeting or verbal agreement on the key contract parameters.*
* *it is advisable to have at least one follow up meeting or discussion to reach consensus on the engagement terms and contract conditions before sending out.*
* *Providing your client with a draft copy of the Client Architect Agreement and the engagement terms, will assist them being comfortable with the terms and conditions.*
* *it is recommended the Client Architect Agreement is reviewed with the client, in person, if possible.*
* *Remember you cannot give the Client legal advice about the effect of a contract provision. Instead, encourage the Client to read the* Information guide to the client *document, and you may also suggest they seek legal advice.]*