

[Advisor Name]
[Advisor Address]
[City, State, Zip Code]
[Email Address]

[Date]

[Founder Name]
[Startup Name]
[Company Address]
[City, State, Zip Code]

Subject: Scope of Services for Advisory Role

Dear [Founder Name],

This letter outlines the scope of services to be provided by [Advisor Name] (the "Advisor") to [Startup Name] (the "Company").

1. Advisory Services

The Advisor shall provide strategic guidance and consulting in the following areas:

- [e.g., Fundraising strategy and investor introductions]
- [e.g., Product roadmap and technology scaling]
- [e.g., Go-to-market strategy and business development]
- [e.g., Recruitment of key executive hires]

2. Time Commitment

The Advisor agrees to dedicate approximately [Number] hours per month to the Company. This includes:

- [e.g., One monthly formal board or strategy meeting]
- [e.g., Bi-weekly check-in calls of 30 minutes]
- [e.g., Reasonable availability via email or messaging]

3. Compensation

In exchange for these services, the Company shall grant the Advisor:

- [e.g., A fixed monthly retainer of \$X,XXX]
- [e.g., Equity vesting of X% over X years with a X-month cliff]

4. Confidentiality

The Advisor agrees to maintain the confidentiality of all non-public information concerning the Company's business, technology, and finances.

5. Term and Termination

This engagement will begin on [Start Date] and continue until terminated by either party with [Number] days' written notice.

Sincerely,

[Advisor Signature]

[Advisor Printed Name]

Accepted and Agreed:

[Founder Signature]

[Founder Printed Name]

[Title]

[Date]