

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Agreement for Professional Services - Discounted Hourly Rate

Dear [Client Name],

This letter outlines the agreement regarding the discounted hourly rates for the services provided by [Company Name].

1. Discounted Rate

Our standard hourly rate is \$[Standard Rate]. In consideration of [Reason for Discount, e.g., long-term partnership/volume of work], we agree to provide services at a discounted rate of \$[Discounted Rate] per hour.

2. Scope of Work

This discounted rate applies to the following services: [Description of Services]. Any work requested outside of this scope may be subject to our standard hourly rates.

3. Term of Discount

The discounted rate shall remain in effect until [Expiration Date]. Following this period, the rates will revert to the then-current standard hourly rates unless a written extension is agreed upon by both parties.

4. Payment Terms

Invoices will be issued [Monthly/Bi-weekly] and are due within [Number] days of receipt. Failure to provide timely payment may result in the revocation of the discounted rate for future billings.

5. Confidentiality

The terms of this discount are confidential between [Company Name] and [Client Name]. Disclosure of these rates to third parties is strictly prohibited.

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted and Agreed:

[Client Signature]

[Date]