

CLIENT RESPONSIBILITIES AND DUTIES LETTER AGREEMENT

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Name],

This letter agreement ("Agreement") outlines the specific responsibilities and duties required from [Client Name] ("Client") to ensure the successful delivery of services by [Company Name] ("Service Provider").

1. Provision of Information

The Client agrees to provide all necessary data, documents, and information required for the project in a timely manner. The Client warrants that all information provided is accurate and complete.

2. Point of Contact

The Client shall designate a primary representative who is authorized to make decisions, provide approvals, and answer technical or operational questions regarding the project.

3. Review and Approvals

The Client agrees to review deliverables and provide feedback or approvals within [Number] business days of receipt. Delays in approval may result in adjustments to the project timeline.

4. Access to Resources

The Client shall provide the Service Provider with necessary access to facilities, personnel, hardware, or software systems as required to perform the agreed-upon services.

5. Financial Obligations

The Client is responsible for the timely payment of all invoices according to the payment schedule defined in the primary Service Agreement.

6. Compliance and Legalities

The Client ensures that its use of the services complies with all applicable laws and regulations and that it holds all necessary rights to any materials provided to the Service Provider.

7. Impact of Non-Performance

The Client acknowledges that the Service Provider's ability to meet deadlines is dependent upon the Client fulfilling these responsibilities. The Service Provider shall not be liable for delays caused by the Client's failure to perform these duties.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

ACKNOWLEDGED AND AGREED:

Signature: _____

Name: [Print Name]

Title: [Print Title]

Date: [Insert Date]