[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Title]
[Client's Company]
[Client's Company Address]
[City, State, Zip Code]
Dear [Client's Name],
Subject: UX Consultant Project Scope Agreement
I am pleased to present the project scope agreement for the UX consulting
services we discussed. This document outlines the objectives,
deliverables, timeline, and payment terms for the project.
Project Overview
[Brief description of the project and its goals.]
Scope of Work
1. **Research and Analysis**
 - [Details about user research, competitive analysis, etc.]

2. **Design Strategy**
 - [Details on wireframes, prototypes, etc.]
3. **Usability Testing**
 - [Details on testing methods, participant recruitment, etc.]
4. **Final Deliverables**
 - [List of final deliverables such as reports, designs, etc.]
Timeline
- Project Start Date: [Start Date]
- Project End Date: [End Date]
- Key Milestones:
 - [Milestone 1: Date]
 - [Milestone 2: Date]
Payment Terms
- Total Project Fee: [$ Amount]
- Payment Schedule:
 - [e.g., 50% upfront, 50% upon completion]
Acceptance
Please sign below to accept the terms outlined in this agreement.
_____
[Client's Name]
[Client's Title]
[Client's Company]
[Date]
Thank you for the opportunity to collaborate on this project. I look
forward to working together.
Best regards,
[Your Name]
[Your Title]
[Your Company]