# PaulHoytLogo 2013-06-26 Final

# Party One / Party Two Agreement Overview

This agreement template is courtesy of Stewart Levine, as detailed in his work The Book of Agreement, Berrett-Kohler Publishers, Inc. (2002).

## Instructions

1. Change the agreement to match the circumstances of the engagement.
2. Discuss every clause of the agreement in detail
3. Delete this page when done.

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###### Party One / Party Two Agreement

9/2/04

## Intent and Vision

Party One (P1) is engaging the services of Party Two (P2) to ….

The engagement includes…

The engagement does not include….

## Deliverables

As a result of this engagement, P1 will deliver the following to P2:

* First deliverable
* Second deliverable

## Roles and Responsibilities

P1 will…

P2 will ….

## Promises / Commitments

P1 promises to:

P2 promises to:

*

## Time

The work will take place over two days, now scheduled for Wednesday Sept. 22nd and Wednesday Sept. 29th. The parties can agree to reschedule, if necessary or desirable by either party.

It is anticipated that the total time required from P1 will be….

It is anticipated that the total time required from P2 will be….

It is our mutual intention that the engagement be completed by Wednesday, Sept. 29th,

## Fees and Payment Terms

The total amount due for the project is $nnn.nn

$nnn.nn (nn%) is due when the project begins, and the balance ($nnn.nn) is due at the completion of the project.

## Measurements of Satisfaction

P1 and P2 will each judge as the quality and satisfaction of the project.

## Concerns, Risks, Fears, and Consequences

P1 is concerned that…

P2 is concerned that …

## Renegotiation / Dissolution

Both parties agree to renegotiate the agreement if either party desires to do so.

Both parties agree to dissolve the agreement and halt all payments should the quality not be sufficient, or it becomes clear that the contract cannot be completed in a reasonable timeframe.

This agreement can be modified by the mutual agreement of both parties at any time.

## Conflict Resolution

In case of a conflict, both parties agree to discuss the conflict openly and amicably, and attempt to reach a quick resolution.

If the conflict cannot be quickly and amicably resolved, either party may enlist the services of [John Doe] or some other mutually agreeable party, to assist in the resolution, to the point of binding arbitration. If Mr. Doe or another party charges a fee for this resolution service, P1 and P2 agree to split the charges equally.

## Statement of Agreement

By agreeing to all that is stated in this document, P1 and P2 have an agreement in place from which to move forward. This document represents the entire agreement between the parties.

This is considered to be a “work for hire” agreement, and the results of the engagement (all “work products”) are the sole and exclusive property of Party One.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Party One

Signed: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Party Two