



Literary Agent
Research Agreement

Prepared for [Client Name]
Created by [Kristen Day]

This Consulting / Research Agreement (the “Agreement” or “Consulting Agreement”) states the terms and conditions that govern the contractual agreement between Kristen Day (the “Consultant”), and Client Names (the “Client”) who agrees to this Agreement.

WHEREAS, the Consultant offers Consulting and Research Services in the field of Literary Agency; and

WHEREAS, the Client desires to retain the services of the Consultant to render Consulting Services with regard to research of Literary Agents and Query Submission according to the terms and conditions herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties hereto, the Consultant and the Client (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

1. Term

This Agreement shall begin on or around ‘Date Here’ and continue until the services are complete or no longer required by the client.

1. Either party may terminate this Agreement for any reason with 3 days written notice to the other party.

2. Scope of Services

The Client has chosen **option #2** which is outlined as follows;

Option #2: a.) *Consultant* will conduct the research and track pertinent information on a spreadsheet.

b.) *Consultant* will determine suitability for query submission.

c.) *Consultant* will submit a query letter and/or book proposal to chosen agents for the Client.

d.) *Consultant* will log responses into an internal system spreadsheet.

e.) *Consultant* will follow up with agents (if and when applicable.)

f.) *Client* will create a dedicated email address and provide the Consultant with the password.

It is highly suggested that Client forwards this email to Client’s regular email address so that responses are received for the submissions.

NOTE: Consultant may occasionally require Client's assistance to alter / update the query letter based on a specific Agent's request.

3. No Guarantee of Results or Outcomes

1. The Consultant agrees to provide her expertise, knowledge and literary services to the best of her capability however the Client acknowledges and agrees that the Consultant;
 - a.) Does not and can not guarantee the Client will secure an Agent
 - b.) Does not and can not guarantee the quantity or favorability of replies from Agents
 - c.) Does not and can not guarantee speed at which replies come back (or do not come back)

4. Compensation

In exchange for the Consulting / Research Services, the Client shall pay the Consultant at the rate of \$35.00us per hour. A three (3) hour retainer fee shall be paid before work commences and is to be paid via Stripe. A separate link will be emailed to the Client. The Consultant shall invoice the Client once every 10 hours of completed work / time or each 2 week period (whichever comes first) and such invoice(s) shall be due and payable within 48 hours of the Client's email receipt of the invoice.

5. Hours of Work & Communication

The client acknowledges and agrees that the Consultant will work for a period of 10 hours (non-consecutive) at which point both parties will evaluate the progress and agree to whether further hours are required to complete the project / services. Communication shall be via email at hey@kristen-day.com during reasonable day - time working hours and all emails will be replied to within 24 hours or on the following Monday if sent on the weekend. This rule may be adjusted if deemed necessary in the event of unforeseen circumstances and the Client will be informed of any changes in the most timely manner possible.

6. Indemnification

The Client agrees to indemnify, defend, and hold harmless the Consultant, employees, agents, family members and third parties, for any losses, costs, liabilities and expenses (including fees) relating to or arising out of your use of these services, violation of any terms of this Agreement or violation of any rights of a third party, or any applicable laws, rules or regulations.

7. Signature of Agreeance

The Client and Consultant both hereby agree to all terms laid out in this document.

[Kristen Day]

[First & last name]

[Signature]

[Date]

[Client Name]

[First & last name]

[Signature]

[Date]