

ENGAGEMENT LETTER TEMPLATE

Rapid Response Retainer

Engagement ID:

Engagement Letter is being issued pursuant to Rapid Response Retainer Statement of Work ("SOW") No. _____, and the related Agreement with the Contract ID# _____.

RE: Engagement Letter

Service Location:	<TBD – SAMPLE ONLY>
Scope of Work:	<TBD – SAMPLE ONLY>
Deliverable:	<TBD – SAMPLE ONLY>
Engagement Start Date:	<TBD – SAMPLE ONLY>
Hours:	<TBD – SAMPLE ONLY>

Verizon Point of Contact	Customer Point of Contact
<TBD – SAMPLE ONLY>	<TBD – SAMPLE ONLY>

CUSTOMER NAME

Authorized Signature: _____

Name (print): <TBD – SAMPLE ONLY>

Title: _____

Date: _____

THIS DOCUMENT MUST BE SIGNED BY AN AUTHORIZED CUSTOMER REPRESENTATIVE PRIOR TO ANY WORK COMMENCING FOR THE PROFESSIONAL SERVICES OUTLINED HEREIN.