Month Date, Year

Mr(s). First Name Last Name

Company Name

Address

Address

City, State ZIP Code

RE: (University)

 Open-ended Design Agreement for «Type» Services

Dear Mr(s). Last Name:

Enclosed please find two copies of the Open-ended Design Agreement for «Type» Services between (Company Name) and (University). By signing this document, you are agreeing to the terms of the agreement and the procedures for executing a design contract. If your firm is able to guarantee emergency service after normal business hours, please sign the Optional Agreement for Increased Level of Service.

An orientation meeting will be held on (Date) at (Time). in (Place). During this meeting, you will receive more specific instructions and guidelines on how to conduct business with (University).

All correspondence and other contacts with (University) concerning the terms of the agreement should be coordinated through (Contact Person’s name and title).

Please sign each copy of the agreement indicating your acceptance and forward both to (Contact Person’s name and delivery information as needed). The representative for (University) will then sign each copy and return one to your firm.

Sincerely,

Name

Title

Enclosures (Open-ended contract)