

# Hussain Sharifi

A PRIVATE INDEPENDENT OFFICE — LONDON — HUSSAINSHARIFI.COM

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*A template. This is the shape of the written scope every piece of work stands on. The square-bracketed fields are completed for each matter before any payment; nothing starts until both sides have this in writing.*

## ENGAGEMENT LETTER

### Scope, timing and price for one piece of work

TO [client name], [address or email of record]  
FROM Hussain Sharifi, London  
DATE [date]  
DOOR [Research / Health / Work: operations, project or practical AI]

#### 1. The question, in your words

[The question or matter as you put it to me, quoted. If I have restated it, both versions appear here and you confirm which one the work answers.]

#### 2. What I will deliver

[The finished piece: a written note of about N pages; a current record kept in a named file; a small system in plain files with a one-page note on how to change it. One deliverable per line.]

[What it will contain: the answer first; what can be established; what cannot; the sources named; what to do next.]

#### 3. What is not included

[The lines the work stops at. For a health matter: no diagnosis, no prescription, no treatment recommendation, no interpretation of scans; the clinicians keep those. For a legal or financial matter: no legal or financial advice; the engaged professional keeps those. Anything outside the question above.]

#### 4. What I need from you, and by when

- [Documents, letters, exports, access – named one by one, and how they will be shared.]
- [One person to answer questions, and how quickly.]

#### 5. Timing

[Delivery date, counted from the day the items in section 4 are received. If they arrive late, the date moves by the same number of days and I say so in writing.]

## **6. Price and payment**

[The price, stated once, in [currency]. Whether it is fixed for the deliverable or an hourly rate with a stated ceiling. When it falls due: on delivery, or in stated parts. How it is paid.]

Nothing is payable before this letter is agreed. An estimate is marked as an estimate; a fixed figure is fixed.

## **7. Ending or changing the work**

Either of us can end the work in writing on this thread at any time, without giving a reason. Work already delivered is paid for; work not started is not. A change to the question above is agreed in writing here before it is done.

## **8. Privacy**

What you send about this matter is used to answer this matter and nothing else. [How the material is held, for how long, and what happens to it when the work ends.]

## **9. Corrections**

If something in the delivered work is factually wrong, say so and it is corrected. Nothing in this letter limits your statutory rights as a consumer.

## **Agreed**

[Client name], on [date] – by reply to this thread.

Hussain Sharifi, on [date].