

Company  
To Mr/Mrs  
Address  
Zip Code - City

Vélizy, date

**Subject: Cover Letter for mission and services**

Dear....,

Following up our conversation, we are happy to address you the purpose, according to the brief we had with you, regarding the services for your company:

- ...
- ...
- ....

This letter holds several parts:

- Our understanding of the topic;
- Complete description of help and service assistance;
- Planning and conditions for our mission

We thank you for your fidelity and your trust in relation with this mission's purpose, and wish you very best thoughts,

Kind regards,

**For Buzzed-In**

## 1. Our understanding of the topic/context

- Details

By all we saw therefore, we propose you to be your Partner in the resolution of this mission...

## **2. Description of our intervention and help service assistance**

Complete achievements by Buzzed-In are detailed in the several following steps:

- Details for help and assistance

### **3. Planning and conditions to deliver**

As far as we evaluated the key points to deliver the missions and results, we decided to delegate a (junior/senior/premium) consultant to achieve them.

This consultant will collaborate extremely focused with team building and project collaboration with the members of <Company> on all these topics we detailed, but will stay in the commandment and hierarchy of Buzzed-In.

Buzzed-In underlines that the company is regular with tax actors and duties to come, with its French government regulators.

Duration for this mission is proposed for xx (days/weeks/months), to be renewed between the two parts ; renewal could be done with agreement of the two parts, 15 days at least before the end of the mission.

Work achievement and delivering will be done at <Company> or at Buzzed-In desks if needed and agreed. <Company> will be so kind to get a work place, desk and computer place with web access, for its consultant). If the consultant has to move and travel, all travels accommodation, insurance and trip tickets will be charged to <Company>.

Availability according to this mission is to be discussed by the two parts (complete weeks/part, which days, periods succession...) and resources available to be determined.

We can assure the mission for a daily fee of xx €. If a deal has been done for a long period (a month or more), degressive fee can be studied, in relation with the duration. This will be discussed face-to-face, after a first commitment between the two parts.

These fees don't include any other charges from any other kind: travels, tips, accommodations, administrative stuffs, energy...

**If any event occurs in the future, dealing for any disorder to achieve the mission (availability, skill problem according to the mission, behaviour, matching need...), the two parts will meet and find a friendly solution to replace, solve the problem.**

**Our invoices will be charged and addressed by month period, and will be paid at reception, understanding that stand as essential, human charges and salaries.**

This purpose is issued from....and can be considered as real until.....

To engage the mission, <Company> must return one copy of this purpose, dated, signed and stamped from <Company> responsible (name, function and responsibility)

**For Buzzed-In**

**The Customer <Company>**