Ashford Business Services Ltd

Consultant Appointment Letter

Confirming a consultancy engagement in writing: the services, the fee, the term, and the terms of engagement.

9 November 2026 **To:** Aisha Bello

14 Oakfield Road, Birmingham B17 9JH 14 Oakfield Road, Birmingham B17 9JH Birmingham, B17 9JH

Subject: Appointment as consultant - Office Manager **Dear** Aisha Bello**,**

We are pleased to appoint you as a consultant to Ashford Business Services Ltd **to provide** Office Manager **services. This is an engagement for services, not a contract of employment.**

Engagement summary

Services: _____ **Engagement start date:** _____

Engagement end date: _____ **Reports to:** _____

Fee: _____

Payment terms: _____

Services and deliverables

1. You will deliver: process review and staff training**.**

2. You will provide your own equipment unless we agree otherwise in writing.

Fee: £400 per day**, payable** monthly in arrears on invoice**.**

You are responsible for your own tax and statutory contributions. Either party may end this engagement by giving 1 month **written notice.**

Please confirm your acceptance by signing below and returning this letter by 23 November 2026**.**

Yours sincerely,

Laura Bennett HR Manager

Ashford Business Services Ltd

01632 960 123 james.patel@ashford-business-services.co.uk

Acceptance

I, Aisha Bello**, accept the engagement on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____