

# Letter of Agreement

**Chesham's  
Business  
Doctors**



To: \_\_\_\_\_ (business / organisation name)

**Supported by the Chesham Chamber of Trade & Commerce and the Chesham Action Partnership, a panel of business consultants ('Business Doctors') has agreed to offer free reviews ('health checks') to businesses and organisations in Chesham and the surrounding area to help them prepare and plan for the challenges ahead.**

This Letter of Agreement is entered into between yourself and a Business Doctor subject to the following Terms and Conditions which apply to all health checks undertaken by a Business Doctor.

You are asked to confirm your acceptance of these Terms and Conditions by signing and returning the enclosed copy of this Letter.

The health check will consist of the following stages and will normally take between 1 . 1½ hours. It is free of charge and does not commit you to any further consultation or obligation:

- One or more of the Business Doctors will assist you in completing a Questionnaire that addresses issues which are important to the general operation of a business;
- The issues which are relevant to your business will be identified and assessed by you, in discussion with the Business Doctor;
- Those issues which are considered to be of most importance to you will be reviewed in more depth with the Business Doctor and your response . or comments . on the action you consider necessary will be noted;
- A copy of the Questionnaire and your responses will be provided to you and any subsequent action you decide to take will be at your sole discretion.

At no stage during the health check will a Business Doctor provide any advice or consultancy services in relation to any legal issues, audit and accountancy matters, investment / financial services, taxation or insolvency.

Any subsequent action or decision affecting your business or organisation following the health check is at your risk and you undertake to indemnify the Business Doctors against any and all costs, damages, or consequential liability, which may be incurred, or which may result from, any such action or decision.

If these terms and conditions are acceptable to you will you please sign and return the enclosed copy of this Letter.

Signed \_\_\_\_\_ For and on behalf of \_\_\_\_\_ ..

Signed \_\_\_\_\_ Business Doctor \_\_\_\_\_ .

Dated \_\_\_\_\_ .