

[SAMPLE CONTRACT]

AGREEMENT ON CONSULTING SERVICES

(developed by The Business Guide Incorporated for possible use by Business Guide Affiliates)

_____ (hereafter called Contractor) agrees to provide the following products and/or services for _____ (hereafter called Client):

List the products or services to be completed by you. Examples might be:

- to complete an application for funding
- review an already completed business plan
- prepare financial statements
- research available funding programs ; or
- represent the client to the various government department or agencies.

Date of Completion:

This work will be completed no later than _____ (Specify an actual date or a time period such as 6 weeks/months).

Client agrees to:

Pay Contractor a fee of \$____ per hour, the total not to exceed \$_____ plus expenses. Expenses to be billed may include travel (\$.__ per km for auto travel), lodging and meals, long-distance phone calls, and any copying and mailing services, outside of normal communication with Client. Lodging and meal expenses will be documented with receipts.

Note: In place of an hourly rate you may use a percentage of the total amount of funding received.

Basis of payment:

The payments will be made in _____ instalments: \$_____ at the signing of this contract; and _____ upon completion of this project.

Note: Conversely you may want all your money up front or after completion.

Termination:

Either Party may terminate this agreement with ____ days' written notice. If the agreement is terminated, Contractor will present Client with a statement of account showing all fees paid to that time, and itemizing work performed. If work performed exceeds fees paid to date, Client will pay Contractor for such work at the rate agreed above. If fees paid exceed work performed to date, Contractor will return unearned fees to Client.

Signed:
for Client:

_____ Date _____

for Contractor:

_____ Date _____