

Division: Human Resources & Resource Development

Technical Assistance

Contract Service Agreement

Company Information

Work Contract & Payment Schedule

At Andernet... We take pride in our work - because your project is our work!

I.

Company/Client Name

Position Title : _____

Address

City _____ **ST** _____ **County** _____ **Zip** _____

Telephone () _____ - _____ **Ext.** _____

Cell () _____ - _____ **Ext.** _____

Contact Person or Project Leader:

Name _____

Telephone () _____ - _____ **Ext.** _____

Cell () _____ - _____ **Ext.** _____

Home () _____ - _____

II.

Project Phase I (501©)3

A. Program idea - Goal - Objective- Tax exempt status application

B. Program design - policies procedure manual - workforce

C. Fiscal Projections

D. Coaching - Cyberspace Office set -up _____

Service cost \$3,750 Discount applied _____% **Total Cost \$** _____

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Cell () _____ - _____ **Ext.** _____

Home () _____ - _____

Project Phase II

A. Resource Development (grant seeking)

B. Technical writing (proposal writing)

C. (On-going) Coaching

D. Property Research & Development *(may incur additional permit fees, etc)*

E. Acquisitions *(equipment, transportation etc..)*

Service cost \$3,750 Discount applied _____ % **Total Cost \$** _____

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Cell (_____) - _____ **Ext.** _____

Home (_____) - _____

Project Phase III

A. Project Promotion (marketing/media campaign)

B. Program evaluation / assessment

C . Resource Development (fund raising cooperate, private)

D. (On - going) Coaching

Service cost \$3,750 Discount applied _____ % **Total Cost \$** _____

Signatures

_____ **Client**

_____ **Account Representative**

Date ____ / ____ / ____

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Cell () _____ - _____ **Ext.** _____

Home () _____ - _____

Project Phase IV

A. (On-going) Coaching

B. Fiscal reconciliation (Project)

C. Federal Budget Reports

Service cost \$3,750 Discount applied _____ % **Total Cost \$** _____

Signatures

_____ **Client**

_____ **Account Representative**

Date ____ / ____ / ____

Andernet.GlobalEnterprises

Schedule of Payments

Each client is billed on the 18th of every month. Enclosed is an easy to read statement documenting all activities and coaching hours for your records , the recorded *trainable* hours can count toward building your management skills or they can be an addition to your current level of education, each client is awarded a **Certificate of Completion at the end of the 12-week intense coaching program** to include on their resume as relevant training. This can be a benefit when applying for grants and submitting your work history and or life skills experience.

Payment Schedule

Amount

Due on this date _____

Please check one

<input type="checkbox"/>	Weekly_____	\$67.30	x	52
<input type="checkbox"/>	Bi-Monthly_____	\$131.64	x	26
<input type="checkbox"/>	Monthly_____	\$291.66	x	12
<input type="checkbox"/>	Quarterly_____	\$874.98	x	4

By the signing of this agreement/Payment schedule *Andernet.GlobalEnterprises* promises to perform the highest quality of HR/TA services, in accordance to the task specified by the client. Further *Andernet.GlobalEnterprises* will not exceed the necessary time frame to complete each phase, but the client will compensate *Andernet.GlobalEnterprises* for any modification's to the project not specified at the time of this signing. *Andernet...* will notify client of , any awards, any interruptions, any requested information from funder that may may be critical to the grant process. Further *Andernet... can* make not guarantees of awards by any funder ,only to provide, the highest quality of technical expertise. In cases where *Andernet...* or affiliates acting as a fiscal agent, continuing consultant, the client will be informed on all accounting or administrative costs and is free to acquire an independent accounting firm. *Andernet...* reserves the right to view entries for the sole purpose of reporting to funders /grantor who require quarterly, annual reports.

Client will make all payments to *Andernet.GlobalEnterprises* in the form of **company check, cashiers check only. Balances carried over from the previous month will incur a 10% late charge. No Account will be permitted to carry balances past 90 days . On day 91 service will be discontinued and the project suspended. *Andernet...* reserves the right to terminate service or affiliation with client. If or when, there appears to be a conflict of interest or moral values ,or behavioral practices that are not parallel to this consulting service. Upon termination of this service agreement client must give 10 day notice in writing , and to be released from any outstanding balance must pay the remainder of the current work (Phase) in progress in full . If any award monies remain the grantee will return them to grantor and be responsible for any banking fees and expressed delivery charges.**

Total Coaching and Consultive Services \$15,000

Discounts applied _____%

W/ discount \$3,500 - W/o discount \$3,750

Please check one

- Phase I
- Phase II
- Phase III
- Phase IV

Your Total Cost Only \$ _____

Payments Should be made payable to: **Andernet.GlobalEnterprises**

Additional comments _____

Client _____

**Client/ Authorized person
Signature**

Date ____ / ____ / ____

Account Representative _____

Signature

Date ____ / ____ / ____