



Business and Life Consulting

## BUSINESS CONSULTING

Date	<u>Confidential Client Information</u>		
<b>General Contact Information</b>			
Company Name			
First Name		Last Name	
Address			City
State			Zip
Cell Phone			Home Phone
Work Phone (ext.)			Birth Date
Email address			
<b>Emergency Contact Information</b>			
Name			
Relationship			
Phone & Email	( )	Email:	

### Rates

- Individual Consulting- \$150.00 per hour
- Group Consulting- \$150.00 per hour and add \$50 an hour for each additional person over one and up to 7 (8 or more people is considered Group Training)
- Group Training- \$500 per person per day (8 or more people) - 8-hour day

### Travel Rates

- Long Distance Travel Time- \$600 per day (not billed in smaller increments than a day - example, one day to event and one day back)
- Short Distance Travel Time (local)- Drive time over 40 minutes one way billed at \$75 an hour
- Travel expenses (hotel, etc.) would be additional

### The hourly rate is charged during any one of the following services:

- 1 - Face to face time - time spent with you, employees, customers...etc.
- 2 - Phone time - time on the phone with you, employees, customers...etc.
- 3 - Office time - time spent working on your plan, etc.

In between our meetings as issues arise I suggest the following:

If the issue is of a lower priority please bring it to our next scheduled meeting. If the issue is of a higher priority you can call or text me. If I'm available I will answer and if I'm not available it could be up to 12 hours before I return the call (based on worst case if I am holding a seminar, etc.)

\* New Clients are billed and agree to pay at every session (For the 1<sup>st</sup> 60 days of services)

\*\* Established Clients (60 days + of services) are billed the first of each month.

\*\*\*The client can terminate services at any time (No Contracts).

I understand that the consultant does not diagnose illness, disease, or any other physical or mental disorder, nor does he/she prescribe medical treatment or pharmaceuticals. I understand I should see a physician or a qualified medical specialist for any known physical or mental ailments. I understand that the consultant is not an attorney or a certified public accountant and though these subjects may be discussed I must get legal advice from a licensed attorney and accounting advice from a licensed CPA. I understand that it is my responsibility to make decisions and take action, and in no event, shall Life Leadership Lessons or the consultant be liable for any incident or consequential damages resulting from the consulting/coaching.

I also understand that the sessions are my personal financial responsibility, and that I agree to pay for these services at the time of the session unless other arrangements have been made.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_