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Contract for Organizational Consultation

The following Consultee, _____ wishes to receive organizational consultation services from Brave Space, LLC (Consultant).

This contract is initiated on _____ and terminates _____.

Brave Space, LLC agrees to provide professional consultation on a range of organizational dynamics. Consultation services may include, but are not limited to:

- Strategic Planning
- Business Creation and Expansion
- Leadership Development
- Employee Professional Development
- Policies and Procedures Review and Creation
- Insurance Contracts and Requirements
- Employee Engagement
- Internal Culture
- Communications
- Employee Coaching/Training
 - Employee Evaluation
 - Mediation
 - Staff Onboarding
 - Organizational Culture Support

The Consultee agrees to supply documentation, data, and all other requested items in a timely fashion. The Consultee is responsible for scheduling staff trainings and monitoring attendance.

Compensation and Payment

The Consultee agrees to pay the rate of \$_____ per hour for all rendered services. Fees are calculated in 15 minute increments. Services include but are not limited to:

- In person/teleconference meetings
- Email or phone correspondence
- Research and planning of trainings or supporting documentation
- Staff trainings
- Document review
- System audits

Additional fees for documentation templates, such as policies and procedures, internal training documents, HR resources, or other organizational data will be offered at a rate of \$___ per page.

If services are held off site, the Consultee agrees to pay the Consultant the cost of travel (miles to/from site x \$0.56), due upon receipt.

The Consultant will send detailed invoices to the Consultee

- At the end of each month
- As services occur

Payment is due 2 weeks from the date of issuance.

Consultee email to receive invoices: _____

Consultee Phone: _____



Service Schedule

Service	Rate	Details

Term of Agreement

This contract starts on the aforementioned start date and is in full force and effect until the aforementioned termination date. If in the event that one or both parties wish to terminate the contract prior to the termination date, that party will issue a notice in writing at least 2 weeks prior to the desired termination date. All outstanding payments will be due immediately upon the date of termination.

Conditions

1. The Consultee agrees and understands that consultations are strictly the advice and guidance of the Consultant, and the implementation of such advice is at the sole liability and responsibility of the Consultee. The professional advice is solely the professional opinion of the consultant, and should in no way be interpreted as fact, ruling, or policy of any other organization.
2. The Consultee takes full responsibility and is completely liable for the outcomes related to the advice of the Consultant. The Consultee holds harmless and indemnifies the Consultant for any and all outcomes related to the professional advice.
3. The Consultee is responsible for doing due diligence to research the rules, regulations, and policy requirements of any other governing bodies overseeing the Consultee's business.
4. A minimum of 48 hour's notice of cancellation is required. Otherwise, the Consultee is obligated for the cost of the missed session.
5. All sessions begin and end as scheduled.
6. When necessary and at the discretion of the Consultant, prearranged telephone or teleconference sessions are available.
7. Meeting Location: Consultation services may be held at the Consultee's place of business, or at Brave Space, LLC: 3620 SE Powell Blvd, #102, Portland OR, 97202.

I understand and agree to the items in this contract.

(Name of Organization/Person — please print)

(Name of Consultant — please print)

(Signature)

(Signature)

(Date)

(Date)