



Monthly Consulting Contract

Client: BMW

Consult Period: May 18 – August 18, 2020

Location of Consult (City/State): Grand Rapids, MI **Lead Consultant:** _Mark Davidhizar

INTRODUCTION & CONSULTING DEFINITION: Visionworks Consulting, Inc. (Visionworks) and Client hereby enter into a consulting agreement for the purpose of engaging Visionworks, where Visionworks conducts monthly consulting, training and coaching for Client's organization.

Relationship and Responsibilities:

Visionworks shall provide the following services or services of this nature through a consulting session as an independent contractor to Client:

Monthly consulting service normally constitutes 6 hours/month face-to-face meeting, typically at client's location, and three phone conference/call sessions post face-to-face consulting not to exceed 3 hours in a month. The average hourly investment equals 24 hours per month. This contract will specify 6 hours (one day) of dedicated consulting and ministry support per week.

Consulting Services including but are not limited to:

- Marketing/Organizational Communication Strategy Consulting
- Fund Development/Stewardship Campaign Consulting and Training
- Executive and Board Training and Coaching Sessions
- Strategic Planning Sessions
- Other mutually agreed upon strategic or development consulting services

30 Day Deliverables

- Assume role of event director, coordinate, and provide vision/training for event leaders.
- Join with Exec. Director in evaluating current donor/volunteer list.
- Join with Board Chair in process to interview, onboard, and train new/current members.

60 Day Deliverables

- Accountability and assistance to Executive Director and BD Members for development calls and cottage meetings.
- Assist BMW with recruiting and enlisting prospects to take first step towards full board.
- Help identify and recruit future staff and volunteers.

90 Day Deliverables

- Serve as event day director for Taste of Bangladesh.
- Provide training for volunteers and maintain engagement with all event leaders.
- Organize and equip staff and board to engage in event follow-up.



Compensation

Client will pay Visionworks \$2,850/month plus travel expenses for the services described.

Schedule of Payments

Visionworks's compensation shall be paid according to the following schedule:
Consulting Fee Payments: A fee of \$2,850 is due upon the acceptance of this agreement and \$2,850 is due here-after on the first of every month until the termination of this contract. Strategic session(s) are scheduled on a date(s) mutually agreed upon by both parties.

Reimbursement of Travel Expenses

Visionworks's consultant shall be reimbursed for travel expenses related to the preparation of Client's consultation. These expenses include transportation, lodging and meals and are typically paid directly to your Visionworks' consultant. (Air fares are usually booked 2-3 weeks in advance to keep expenses low; if Client changes a travel date or requests a consultant to not attend a typical consultant on-site function, Client is responsible to reimburse any air fare change fees or costs of pre-purchased tickets.) Any extraordinary expenses not directly related to consultant's travel are subject to Client's approval. Client shall make payment within 5 days of receiving documented expenses. Visionworks consultants are conscientious to keep all expenses low.

Early Termination of Contract

This contract may be cancelled early by either party, for any reason, upon receipt of a written 90-day notice to both parties. All contractual compensation will be due upon termination of the contract at the end of the ninety-day notice period.

Indemnification and Venue

There shall be no cross-indemnification. Client and Visionworks hereby agree to be responsible for their respective actions and the actions of their employees, agents, and representatives. The obligations set forth in this section shall survive the expiration of this agreement. Both parties agree that Michigan law shall govern this agreement, and the venue for any dispute settlement shall be Allegan, MI.

Both parties hereby agree to the terms of this agreement as indicated by their signatures below:

Visionworks Consulting, Inc.: _____
Date _____

Client: _____
Date _____



ACH Payment Authorization

All consulting fee payments may be made via ACH. With ACH, you no longer need to write a check each month, find a stamp, get the payment mailed and worry when to pay an invoice. On the billing date we'll email your invoice or statement to you and draft the balance due from your designated bank account the following business day. This allows both parties to save paper and time.

Authorization for Direct ACH Payment: I hereby authorize Visionworks Consulting, Inc. to initiate entries into the following designated checking/savings account and understand that, by law governing this contract, Visionworks may only draft the amount of funds owed.

Bank Name:

Bank Address:

Name on Bank Account:

This account is a: Checking Account Savings Account

Routing Number* _____

Account Number* _____

Signed _____ Date _____

(*If you're unsure of these numbers, attach a voided check and we'll fill them in for you.)