

## Carthan Enterprises, LLC Client Agreement

Client Information:

Client Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Consulting Details:

Services to Be Provided:

1. **Consulting Scope:** Consultant will work with the Client to assess their specific needs and develop a tailored consulting plan. The scope of services may include but is not limited to the following areas: grant and proposal writing, website development and creating social media content.
2. **Project Planning:** Consultant will collaborate with the Client to define project goals, objectives, and deliverables. A detailed project plan will be created, outlining the tasks, milestones, and timelines for each phase of the project.
3. **Needs Assessment:** Consultant will conduct a comprehensive needs assessment to understand the Client's current situation, challenges, and goals. This may involve interviews, data analysis, and client input.
4. **Customized Solutions:** Consultant will develop and deliver customized solutions based on the needs and goals of the Client. These solutions may include, but are not limited to, strategic plans, grant proposals, content creation, and social media strategies.
5. **Client Support:** Consultant will provide ongoing support to the Client throughout the project. This includes regular communication, progress updates, and addressing any questions or concerns.
6. **Project Evaluation:** Consultant will assess the effectiveness of the solutions provided and make recommendations for adjustments or improvements if necessary.
7. **Reports and Deliverables:** Consultant will prepare and submit grant proposals, presentations, or other project-specific deliverables as outlined in the project plan.

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8. **Additional Services:** If additional services are required or if the project scope evolves during the engagement, any changes will be documented in writing and agreed upon by both parties.

Project Timeline: Consultant agrees to work **10 hours a month** for the agreed rate.

Consulting Fees: Client agrees to pay Consultant **\$1,000 a month** for consulting services.

Total Project Fee: Client agrees to pay Consultant additional fees through any grants or funding obtained through said services. Both parties will agree on the amount in each grant or proposal.

Payment Schedule: The Client agrees to pay \$1,000 a month on the first of every month until the end of agreement. A grace period of five days will be given to the client. If payment will be late, the client agrees to notify the Consultant of late payment via phone or text message.

Payment Method: Payments can be made online at Carthan Enterprises.com, check, money order, Cash App, Zelle or PayPal. Payments can be mailed to Carthan Enterprises, LLC, 5329 Gardens Way, Jackson, MS 39272. Carthan Enterprises provides the following convenient payment methods:

CashApp: \$CampFabulous

Zelle or PayPal: Drcarthan@yahoo.com

Scope of Work:

### **Responsibilities of Carthan Enterprises, LLC:**

- Grant Writing:
  - Needs Assessment: Conduct an initial needs assessment to understand the client's objectives, target audience, and funding requirements.
  - Grant Research: Identify potential grant opportunities that align with the client's goals and objectives.
  - Proposal Development: Develop well-crafted grant proposals that clearly articulate the client's mission, goals, and the specific project for which funding is sought.

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- Budgeting: Assist in creating comprehensive budgets and financial projections to support grant applications.
- Submission and Follow-Up: Submit grant applications and, if necessary, follow up with funding organizations to address any inquiries or requests for additional information.
- Customized Solutions:
  - Consultation: Collaborate with clients to assess their unique challenges and requirements.
  - Solution Design: Develop tailored solutions that address the client's specific needs, whether it involves process optimization, organizational restructuring, or other strategic initiatives.
  - Implementation: Support clients in implementing the proposed solutions, including project management and resource allocation.
  - Monitoring and Evaluation: Continuously assess and refine the solutions to ensure they are achieving the desired outcomes.
- Website Design:
  - Client Consultation: Gather information about the client's brand, target audience, and goals for the website.
  - Design and Development: Create visually appealing, user-friendly websites that are responsive across different devices and browsers.
  - Content Creation: Develop or assist in creating engaging and informative content for the website.
  - Maintenance and Updates: Provide ongoing maintenance, updates, and technical support to keep the website current and secure.

### **Responsibilities of the Client:**

- Payment and Compensation:
  - Timely payment of fees and expenses as outlined in the agreement.
  - Providing accurate and up-to-date payment information, such as billing addresses and payment methods.
- Information and Access:
  - Providing the consultant with access to relevant information, data, and resources necessary for the project or consultation.
  - Ensuring that the consultant has access to key personnel and stakeholders who can provide insights and input.
- Communication:
  - Maintaining open and clear lines of communication with the consultant, including responding promptly to inquiries and requests for information.

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- Providing feedback, direction, and guidance as needed during the consulting engagement.
- Compliance:
  - Complying with all applicable laws, regulations, and industry standards relevant to the consulting project.
  - Ensuring that the consultant's work aligns with the client's policies and values.
- Decision-Making:
  - Making timely and informed decisions related to the project or consulting services, as required.
  - Designating an authorized representative who can make decisions on behalf of the client.
- Confidentiality:
  - Protecting the confidentiality of sensitive information and proprietary data shared with the consultant.
  - Ensuring that the consultant and their team comply with any confidentiality and non-disclosure agreements.
- Feedback and Evaluation:
  - Providing constructive feedback to the consultant regarding the quality and progress of their work.
  - Participating in any evaluation or review processes as agreed upon in the consulting agreement.
- Timelines and Deadlines:
  - Meeting agreed-upon timelines and deadlines for delivering information, feedback, or approvals.
  - Informing the consultant in a timely manner of any delays or issues that may affect project timelines.
- Acceptance of Deliverables:
  - Reviewing and accepting or rejecting the consultant's deliverables, such as reports, recommendations, or grant proposals, within the agreed-upon timeframe.
- Scope and Project Changes:
  - Requesting any changes to the scope of work or project objectives in writing and discussing the potential impact on the consulting engagement and fees.
  - Providing written approval for any scope changes, additional work, or extensions to the project.
- Conflict Resolution:

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- Communicating concerns or disputes with the consultant in a timely and professional manner.
- Participating in good faith efforts to resolve any disputes or disagreements through the agreed-upon conflict resolution process.
- Termination:
  - Complying with the termination provisions outlined in the agreement, including providing 30 day notice as required.
  - Settling any outstanding payments or expenses upon termination.

Changes to Scope: If the scope of work changes during the project, both parties must agree to amendments in writing, including any adjustments to the consulting fee.

### Confidentiality:

Both Carthan Enterprises, LLC and the client agree to maintain the confidentiality of any sensitive information shared during the consulting engagement.

### Termination:

Either party may terminate this agreement with a 30-day written notice. In the event of termination, any outstanding fees will be due, and any work completed up to that point will be delivered to the client.

### Dispute Resolution:

Any disputes arising from this agreement will be resolved through negotiation or mediation. If no resolution is reached, legal action may be pursued as a last resort.

### Indemnification:

Both parties agree to indemnify and hold each other harmless from any claims or liabilities arising from the consulting engagement.

### Governing Law:

This agreement is governed by the laws of the state of Mississippi, Hinds County jurisdiction.

### Entire Agreement:

Carthan Enterprises, LLC Client Agreement

This agreement constitutes the entire understanding between Carthan Enterprises, LLC and the client and supersedes any prior agreements or understandings.

Signatures:

Carthan Enterprises, LLC:

Consultant: Dr. Edelia J. Carthan

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Client: \_\_\_\_\_

Business: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_