



*A Non-Profit Community Benefit Corporation*

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding serves to clarify the relationship between you (the Client) and the Mission Community Services Corp. (MCSC), which also does business as Women's Business Partners (WBP). Please review it carefully and sign below.

- Advisory services provided by MCSC and/or WBP are offered for the purpose of assisting small businesses in a way that will result in a measurable economic impact (i.e. wealth creation) for clients and community. A comprehensive business assessment completed at the first meeting between the client and an MCSC business advisor determines the necessary scope-of-work (SOW). This SOW details the long range work plan to help the client achieve the mutually agreed upon economic impact goals.
- To help accomplish goals, MCSC and WBP advisors will provide business consulting to the Client according to consultant availability on an appointment basis. Fees for service will be discussed and agreed upon prior to actual service. The first appointment/intake assessment will be at no cost to the client. Fees for subsequent appointments will be set according to the client's ability to pay. The MCSC Executive Director must specifically approve any modification to this arrangement.
- MCSC and WBP consulting services are advisory in nature only:
  - MCSC and WBP do NOT engage in "implementation" consulting services (write business and marketing plans, develop brochures, etc.)
  - MCSC or WBP will NOT negotiate on your behalf with financial institutions, vendors, landlords or other parties.
- Attorney consulting services provided by MCSC and Women's Business Partners (WBP) are advisory in nature only. MCSC, WBP, nor the assigned advisor shall undertake representation of Client with regard to business consulting services or any other legal matter. No attorney-client relationship is created between attorney consultant and Client based on MCSC or WBP consulting services. Attorneys working in conjunction with the MCSC or WBP will NOT engage in Client representation. If Client wishes to retain an attorney as counsel for any matter, including those related to business development, separate arrangements with the attorney must be made outside MCSC and WBP.

\_\_\_\_\_ [Client to initial please]

- Advisory services may be suspended or terminated at the election of either MCSC/WBP or Consultant for any of the following reasons:
  - Client no-show, last minute cancellation, or late arrival to advisory session.
  - Lack of progress and/or commitment to action on the part of the Client.
  - Failure to complete all assigned work on a timely basis and/or provide necessary documentation for advisory sessions.
- CANCELLATION POLICY – All appointment cancellations require a minimum of 24-hours notice unless an emergency arises. Failure to give a 24-hour cancellation notice will result in a \$35.00 fee.
- Client agrees to provide information to MCSC/WBP to help track Client's progress in job creation and other quantitative measures of business growth. This includes copies of financial statements and/or income verification each quarter while MCSC/WBP is working with the client to achieve the goals as specified in the SOW. Client will complete Income Asset Record and Tuition/Fee Discount request prior to SOW commencement.

**Date** \_\_\_\_\_ **Client / Business Owner Signature** \_\_\_\_\_

**Client/Business name:** \_\_\_\_\_

[please print]