

SERVICE AGREEMENT

Jennylynd James agrees to provide food consulting services in agreement with

THE CLIENT \_\_\_\_\_  
\_\_\_\_\_

The nature and type of service required AND agreed during the initial consultation with the client includes.

Project Goals and Objectives

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Milestones

Start Date:

Progress Report 1/ Date:

Progress Report 2/ Date:

Progress Report 3 / Date:

End Date:

\_\_\_\_\_

Consulting Fees

Consulting fees will be charged according to the following terms:-

\_\_\_\_ On a time basis at a rate of \$120 per hour spent in the initial consultation (telephone or in person), conduct of research, document preparation, facility evaluation and inspection, and staff training related to the project

\_\_\_\_ On a time basis at a rate of \$60 per hour spent in the conduct of research, document preparation, facility evaluation and inspection, and staff training related to the project if the project is recurring 3 or more days per week for two or more months.

\_\_\_\_ On a per diem basis at the rate of \$1000 up to a maximum of 14 hours in the conduct of research, document preparation, facility evaluation and inspection, and staff training related to the project

\_\_\_\_ On a PROJECT BASIS, the fee of \$\_\_\_\_\_ is agreed regardless of the duration of the project.

Incidental costs will be billed separately in addition to service fees:

\_\_\_\_ Incidental costs include long distance phone calls, road travel expenses at a rate of \$0.70 per km, postage, purchase of samples, hotel accommodation and meals, airline costs etc. if travel is necessary.

*Payment schedule:*

*The contractor will prepare invoices at the following time intervals as appropriate:*

- 1. A retainer fee of 25% is required to start work on a project.**
2. At a midway point in the project when a progress review is done and an agreement is made for outstanding tasks and an end date for the project, the client is required to submit another payment of 25%.
3. Immediately upon completion of the project, the remaining 50% plus incidental fees are to be paid in full.

*Forms of Payment*

Payment should be issued by company cheque or by Paypal to email Jajames1\_99@yahoo.com

*Statement of Confidentiality*

All knowledge of the client's operations, trade secrets, and sensitive information are to remain confidential and would not be shared with a third party in whole or in part for any reason.

*Termination Conditions*

Either party may terminate the contract with one (1) day's written notice for non-performance. The client is required to pay the pro-rated balance of funds for the time work was performed. If applicable the contractor is required return any advance payment issued prior to completion of the project.

We agree to the terms and conditions set out in the above agreement.

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

Client(s) \_\_\_\_\_  
Block Letters

\_\_\_\_\_  
Signature

Consultant \_\_\_\_\_  
Block Letters

\_\_\_\_\_  
Signature