

1 HOUR CONSULTATION AGREEMENT

Thank you for choosing Shanell McCoy Creative to clarify your business! I'm so excited to work with you. Before we begin our first session, please read through the following agreement and email a signed copy to **Consulting@ShanellMcCoyCreative.com**. *Please note: you will be referred to as "Client" and "You" and Shanell McCoy Creative as "Consultant" and "I" in this agreement.*

During this one-hour creative session, I will ask you questions about your business or project. Please be prepared to answer a range of questions about your business or project, your personal journey to creating it, and your aspirations for future success.

I do not expect a response to any questions you do not want to answer. The purpose of this session is to get a clear understanding of the heart of your business or project and to guide you to creating simplified language to clearly articulate your mission and vision.

Following our session, I will send you meeting notes within 2 to 4 days. These meeting notes will consist of your responses to the questions asked during the meeting. Your responses will be paraphrased for clarity. This means, I will add words to bullet statements to create full sentences, enhancing the narrative of your responses.

In the meeting notes you will also find my recommendations for your mission and vision statements as well as recommendations for next steps to further clarify your business. These recommendations will be my suggestions in reference to the information gathered in our creative session. These recommendations can be finalized for your business or we can further refine the recommendations in a follow-up creative session. Follow-up creative sessions will be personalized to your specific needs to further clarify your business.

You agree:

- Your business idea does not discriminate others, explicitly use profanity in description, or involve acts of violence or any sexual conduct.
- To complete the Client Intake Questionnaire prior to our session.
- To pay deposit of 25% of agreed rate at least 24 hours to Shanell McCoy prior to our session.
This payment is non-refundable.
- To be available at the scheduled time of our meeting. If you miss a session, your payment will not be refunded. *Please reschedule if necessary.*
- To cancel at least 24 hours prior to our session and reschedule with Shanell McCoy. *If applicable.*
- Meeting will not go over allotted time.
- To pay remaining balance of agreed rate within 24 hours of our session, prior to receiving final notes.
- Recommendations cannot be refined with Shanell McCoy outside of a scheduled follow-up session.

I agree:

- To treat you and your business with the upmost care and respect.
- To bring my best thinking forward.
- To be a guide in your thinking process.
- To be available to answer all of your business questions within scheduled session.
- To refund deposits and turn a client or business away due to my personal values or beliefs.

Client Signature _____ Date _____

Consultant Signature _____ Date _____