

CONTRACTOR/CLIENT CONTRACT
Regarding
BLEVINS ENTERPRISES

Blevins Enterprises (hereafter called Contractor) agrees to provide the following products and services to _____ (hereafter called Client):

1. Contractor agrees to be available 8 hours monthly, per block purchased, for administrative consulting services. These services include, but are not limited to:

- A). On-site meetings to/with any client constituency group
- B). Off-site research and preparation.
- C). Telephone/E-mail consultation

It should be noted that the term "available" does not necessarily mean "able to immediately respond to a request." Trips to and from the client's location need to be scheduled as much in advance as possible. Naturally, phone/E-mail conversations can be more spontaneous. However, there will be times when the contractor is not immediately available. If the contractor is not to be available for a large block of time (a week, etc.) then all clients would be notified so adjustments to utilizing the 8 hours of monthly availability can be scheduled.

There will normally be no mileage fee for travel within Dallas and Rockwall County, or to and from the client's location assuming the client utilizes no less than 1 hour, per trip, of service time upon arrival. However, should it be necessary to travel outside these stated counties and locations, or if less than 1 hour of time is utilized, mileage reimbursement fee as set by the IRS (currently 50.0 per mile for 2010) will be charged.

2. A monthly, itemized report of hours utilized, overage or expense payments required, miles traveled and billed, and the work accomplished.

3. Provide no less than 90 days notice to terminate administrative consulting services.

4. Offer a "no competition" guarantee as stated here. Blevins Enterprises will not engage in activities or consultation designed to provide advantage over another client within the same demographic group. The monthly itemized report will list ALL other clients under contract with Blevins Enterprises. Any questions concerning the application of this "no competition" guarantee are encouraged. Keep in mind, most consulting in the area of church administration (finance, personnel, facility) is non-competitive in nature. In order to provide personalized service of the highest quality, Blevins Enterprises agrees to not service more than 10 clients at any one time.

5. A Disclaimer protecting Blevins Enterprises from liability. All advice by Blevins Enterprises is advisory only in nature. All responsibility for consequences of any client actions is the responsibility of the client.

CLIENT agrees to:

1. Participate as requested in consulting activities. This includes calling meetings, providing meeting sites and amenities, and providing information requested by the Contractor. In addition, the client should recognize that other organizations are also being serviced by the contractor. Planning and scheduling time utilization as far in advance as practical will make this easier on everyone.
2. Structure work as regularly as practical for the contractor. The 8 hours available do NOT carry over from month to month. Unused hours are not redeemable. Extra hours required for any given month will be billed at \$100 per HALF-hour.
3. Pay an initial \$1000 signing fee to the Contractor. This fee is fully refundable on termination of administrative consulting services, assuming all fees have been paid.
3. Pay Contractor a monthly fee of \$1000 (per 8-hour block), plus any mileage reimbursement (if any), plus normal business expenses as needed to provide service to the client (copying, printing, postage, etc.). Any business expense will be documented with receipts. The static monthly fee can be expected to be adjusted annually, in January, according to the consumer price index for the prior year. Billing will be for the previous month's activity. Statements will be mailed at the first of each month. Payment is due on the 15th of every month and late after the 20th of the month. A late fee will be assessed, at \$20 per day, beginning on the 20th of every month.
4. Provide no less than 90 days notice to terminate administrative consulting services.
5. Sign and abide by the contents of the disclaimer document.

Signed:

for _____(organization):

_____ Date _____

for Blevins Enterprises:

_____ Date _____