

ASC/ Articulate Management, ntc.

- 12/22/13 -

Request For Services

(Please print)

I, _____,
(position) _____, for
(company) _____

request that services be delivered (to me) (to my staff/company) by ASC/ Articulate Management, ntc. (Articulate Management) as indicated on the attached worksheet.

Terms

1. Unless otherwise stipulated, most services are to be delivered in offices or facilities provided by Articulate Management, normally to be located at 211 Olive Ave., Sandpoint, Idaho 83864.
2. Fees are payable in advance, or on retainer to be replenished monthly as applied to services as delivered. Our EIN is given in Section 5 below. Our mailing address is P.O. Box 426, Sandpoint, Idaho 83864.
3. No-shows, appointments postponed but not rescheduled in advance to take place within two business days of their original time, and rescheduled appointments that do not occur per their original rescheduling, will be charged at full rate, except where certain familial and medical emergencies, etc., are involved.
4. Refunds of unused fees are available upon compliance with Articulate Management's refund policies and procedures. Refunds against delivered but disputed services must be requested in writing not more than 30 calendar days after the delivery (or non-delivery, as the case may be) of the service being challenged. Credit for non-delivery initiated by Articulate Management is automatic and without rescheduling restrictions.
5. I understand that Articulate Management is a Mission to the business community, administered by an Humanitarian Trust (ID# 77-0313297) and is not a corporation, and that because its procedures may involve personal disclosures, it provides certain safeguards for its client's basic rights by way of the following factors: (a) Articulate Management enforces a strict *Non-indoctrination Policy* to prevent anyone from being required to adopt any philosophy, world-view, belief or idea; (b) no one may be required to submit to any particular line of questioning where to do so might effect an unwilling surrender of privacy or religious conscience; (c) virtually absolute privacy is guaranteed to every client individual, whether the individual invokes it or not.
6. I understand that standard non-disclosure polices may exist on both sides of this transaction, that I and my staff may be asked to sign a Non-disclosure Agreement protecting Articulate Management's materials, which will, in effect, cover everything Articulate Management offers that it does not openly publish to the public, and that so long as I have not signed such Non-disclosure Agreement, I and my staff will be bound hereby as though I/we had. I also understand that any suggestions or comments made by me/us that may be subsequently incorporated into those materials will create no ownership interest and cause no liability, financial or otherwise, against Articulate Management. I further understand that any possession of Articulate Management materials, whether on loan for review purposes or by reason of this or any other purchase, is limited to licence for personal use only and in no way constitutes an ownership interest.

I affirm that I will abide by the above terms, including any present or future attached stipulations that have been or will be mutually agreed to in writing, and that I will aspire to the highest standard in defense of the aforementioned safeguards; that I have the authority to make this purchase; and that I do so of my own decision and on the best of my own information.

Client

Date

Accepted (for Articulate Management)

Date

Articulate Management Fee Schedule / Service Request Worksheet

Instructions

Fill in the blanks, from the lowest-ranking level involved, toward the highest. For example, for fee calculation purposes, in a small company with an owner, two managers and five supervisors, the owner would not be placed at the Principal level, but at the Executive level, as follows. Except for team or project leads, the company's line, production, information and clerical workers are usually not involved in the service, so the Professional level might be left blank, or will only include leads. The supervisors, managers and owner would fill up into the next three levels.

1. Please list each individual involved, by name and position, on a separate sheet to be attached to this worksheet.

2. Basic Services Package (Fee represents approximate 10% or more discount over individual service fee totals.)

Includes Analysis & Strategy Consultation + Composites as needed + Interactions Workshop + 10 Hours Focused One-on-One Consultation.

____ Principal	\$9875	= \$	_____
____ Senior Executive	\$7275	= \$	_____
____ Executive	\$5475	= \$	_____
____ Manager	\$4475	= \$	_____
____ Supervisor	\$3875	= \$	_____
____ Professional	\$3275	= \$	_____ = \$ _____

3. Analysis & Strategy Consultation

____ Principal	\$995	= \$	_____
____ Senior Executive	\$895	= \$	_____
____ Executive	\$795	= \$	_____
____ Manager	\$695	= \$	_____
____ Supervisor	\$595	= \$	_____
____ Professional	\$495	= \$	_____ = \$ _____

4. Composite (group) Effectiveness Profile

____ Principal	\$795 plus	_____ persons @ \$400	= \$ _____
____ Senior Executive	\$695 plus	_____ persons @ \$350	= \$ _____
____ Executive	\$595 plus	<u> 5 </u> persons @ \$300	= \$ _____
____ Manager	\$495 plus	_____ persons @ \$250	= \$ _____
____ Supervisor	\$395 plus	_____ persons @ \$200	= \$ _____
____ Professional	\$295 plus	_____ persons @ \$150	= \$ _____ = \$ _____

5. One-on-One (Socratic Inquiry / Semantic Adjustment) Consultation, @ weekly meetings

	(10-hr. Unit)	(Quarterly)	
____ Principal	\$5000	\$9000	= \$ _____
____ Senior Executive	\$3500	\$6300	= \$ _____
____ Executive	\$2500	\$4500	= \$ _____
____ Manager	\$2000	\$3600	= \$ _____
____ Supervisor	\$1750	\$3150	= \$ _____
____ Professional	\$1500	\$2700	= \$ _____ = \$ _____

6. Workshop(s) (Note: workshops vary in length; hours must be factored into fee calculations.)

	____ Communication (12 Hrs)	____ Interactions (16 Hrs)	____ Sales (16 Hrs)	____ Other:
____ Principal	\$350 /hour	X _____ hours	= \$ _____	
____ Senior Executive	\$260 /hour	X _____ hours	= \$ _____	
____ Executive	\$185 /hour	X _____ hours	= \$ _____	
____ Manager	\$135 /hour	X _____ hours	= \$ _____	
____ Supervisor	\$100 /hr.	X _____ hours	= \$ _____	
____ Professional	\$75 /hour	X _____ hours	= \$ _____	= \$ _____

7. Sub Total: = \$ _____

8. Volume Discount: 10-24 people = 5%; 25-99 = 7%; 100 /up = 10% Less - \$ _____

9. TOTAL FEE: = \$ _____

10. RETAINER | 35% | 50% | 100% | of Total Fee, due with Request for Services = \$ _____