

NON-CONTRACT

Billing Period	Type	Rate per Hour	Minimum Hrs Billed	Minimum Billing + Travel & Expenses
<i>Hourly</i>	Hourly	\$250.00	2 Hr	\$500.00
<i>Day rate</i>	By Day (8 hr)	\$150.00	8 Hr	\$1,200.00
<i>Weekly rate</i>	By Week (40 hr)	\$100.00	40 Hr	\$4,000.00
<i>Monthly rate</i>	By month (160hr)	\$50.00	160 Hr	\$8,000.00

Accreditation Engagement

- \$500.00/day plus Travel and Expenses
- Invoiced on an engagement basis (terms NET 10)

Retainer

- \$3000.00/month, which guarantees a minimum of 20 hours to a maximum of 30 billable hours of work per month. Authorized work beyond 30 billable hours will be invoiced at rate of \$50.00/Hr. A not-to-exceed dollar figure and date established for delivery of final product (defined in scope-of work) is a required part of the retainer agreement.
- Invoiced on a monthly basis (terms NET 10).

Consultant Mode

- Initial Scope-of-Work meeting at the standard day-rate plus T&E. Invoiced on completion of meeting.
- Hourly billing at standard day rate after initial meeting where the scope-of-work for the project is agreed upon.
- A not-to-exceed dollar figure and date established for delivery of final product (defined in scope-of work).
- Invoiced on a periodic basis (typically monthly, terms NET 10).

Project Mode

- Initial Scope-of-Work meeting at the standard day-rate plus T&E. Invoiced on completion of meeting.
- This option requires that the scope-of-work be established, in writing, prior to start of project.
- Fixed price, and milestones and completion date provided in scope-of work.
- Payment Terms:
 - MILESTONE 1 - 25% of fixed price, due upon receipt of Purchase Order.
 - MILESTONE 2 - 25% of fixed piece, due on acceptance of the defined milestone (i.e.: progress payment + T&E).
 - MILESTONE 3 – Balance due upon delivery of final product + T&E
 - Invoiced on a milestone basis (terms are NET)

Note: Other options may be available based on Scope-of-Work and period for completion.