

Service Agreement Contract

** indicates a required field*

Contact Information:

Email: support@revitalizedtherapist.com

Phone: (888) 834-2306

Between:

*** Company Owner(s) First Name**

*** Company Owner(s) Last Name**

*** Date:**

**And The Revitalized Therapist, LLC ("Contractor")
Collectively referred to as the "Parties".**

1. Term. This Agreement shall be effective as of the date listed above and shall continue 30 days after written notice of Termination from either Party

Exhibit A.

2. Services and Warranties. The Parties shall perform the Services described in this Agreement and Exhibit A.

Contractor represents and warrants that:

a) Contractor will perform the Services: i) in a timely, diligent, professional, and collaborative manner; ii) in accordance with the Agreement, iii) in a manner consistent with best practices in the industry; and, iv) in compliance with all

applicable laws and regulations;

b) Contractor has the full and unrestricted right, power, and authority to enter into this Agreement, perform the Services, and grant the rights granted herein;

c) Contractor has no other agreements with any other party that would conflict with this Agreement; and,

d) Contractor is not authorized to enter contracts or agreements or create obligations on behalf of Client to third parties unless otherwise indicated by Client in writing.

Client represents and warrants that:

a) Client has the full and unrestricted right, power, and authority to enter into this Agreement, perform the Services, and grant the rights granted herein;

b) Client has no other agreements with any other party that would conflict with this Agreement;

c) All elements of text, images, or other artwork provided by Client to Contractor: i) are either owned by Client or Client has obtained all necessary permissions or licenses for their use, and ii) do not infringe on the rights of any third parties, including trademark rights; and,

d) Client is responsible for the accuracy, completeness, and propriety of all information provided by Client to Contractor.

3. Compensation. Client shall pay Contractor the fees in US dollars as indicated in Exhibit A. Contractor will send an invoice to Client with a summary of all sums owed. All invoices are due no later than two days prior to the start date of the monthly package. All acceptable methods of payment will be indicated on the invoice.

If Client has not paid their invoice within two days of receipt of such invoice, Client agrees that they will be charged a late fee of 3.5% of the total amount due on a weekly basis until payment is received.

Failure to pay may result in temporary or permanent suspension of Services.

In the event that Contractor incurs legal fees, costs, or disbursements in an effort to collect its invoices, in addition to interest on the unpaid balance, Client agrees to reimburse Contractor for all such expenses.

4. Expenses. Client shall not be liable to Contractor for expenses paid or incurred by Contractor, except for those fees that the Parties agree to in writing.

5. Changes/Revisions. This Agreement is limited to the services outlined in Exhibit A. If Client requests new work or alterations that are outside the original scope of the Services, Contractor will provide an estimate for the completion of such new work or changes.

6. Relationship of the Parties. It is understood by the Parties that the Contractor is an independent contractor. All work will be completed by the Contractor or a member of the Contractor's team. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income, and employment-related taxes. Contractor agrees to submit a W-9. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax to be paid by Contractor according to law.

Neither Contractor nor Contractor's agents shall be entitled to and waives any and all claims to any employee benefits as a result of Contractor's relationship with Client. It is understood by the Parties that the relationship established by this Agreement is one of an independent contractor and not an employment relationship, joint venture, partnership, or otherwise.

7. Termination. This Agreement may be terminated, postponed, or delayed, in whole or in part, by the Parties upon 30 days' written notice to the other party. In the event of a Termination, all work by Contractor will remain the property of Client. Upon termination date, all unused package hours will be lost by the Client.

Upon termination by either party in accordance with any of the provisions of this Agreement, neither Party shall be liable to the other, because of the termination for damages on account of the loss of prospective profits or anticipated sales or on account of expenditures, investments, leases, or commitments in connection with the business or goodwill of Contractor or Client.

8. Confidentiality. Contractor agrees to hold in strict confidence and not to disclose to others or use for any purpose (other than the performance of this Agreement and Services), either before or after termination of the Agreement, any confidential or proprietary information of Client, including, without limitation, any confidential or proprietary information that is transferred pursuant to this Agreement. Confidential and proprietary information includes, without limitation, any technical or business information, product formulas or specifications, login credentials, manufacturing techniques, process, experimental work, program, software, marketing or distribution plans, strategies or arrangements, or trade secrets relating to the products, systems, equipment, services, sales, research, or business of Client. Confidential information is not limited to a specific medium and can be oral, written, electronic, or physical in format. ("Confidential Information").

Contractor shall not disclose Confidential Information to any third party in any form without Client's prior written or verbal consent. Contractor shall not disclose Confidential Information to any personnel or agents without the need to know such information. Except as otherwise provided below, information shall not be considered confidential hereunder nor subject to the provisions of this section if it can be demonstrated: (i) to have been rightfully in Contractor's possession prior to the date of the disclosure of such information to Contractor, if such prior possession was not otherwise subject to a restriction on disclosure; (ii) to have been in the public domain prior to the date of the disclosure of such information to Contractor; (iii) to have become part of the public domain by publication or by any other means except an unauthorized act or omission on the part of Contractor, or

(iv) to have been supplied to Contractor without restriction by a third party who is under no obligation to maintain such information in confidence. Confidential Information shall not be deemed to be generally available to the public or in Contractor's possession merely because it may be embraced by a more general disclosure, or merely because it may be derived from combinations of disclosures generally available to the public or in Contractor's possession.

Upon Client's request, Contractor shall return to Client any and all written or physical embodiments (including copies) of Confidential Information disclosed to Contractor by Client, which is then in Contractor's possession, custody, or control. The confidentiality obligations set forth in this Agreement shall survive seven years after termination or expiration of the Agreement.

9. Ownership of Services. Contractor acknowledges that Contractor has no right, title, or interest in or to any Services produced hereunder. Contractor acknowledges that Contractor will make no claim to any right, title, or interest in any of the Services created hereunder. Contractor further acknowledges and agrees that Client shall own all rights, title, and interest in or to any Services produced hereunder.

For the avoidance of doubt and to further evidence the full ownership of the Services by Client, Contractor hereby assigns to Client all rights, title, and interest to the Services. Contractor agrees to assist Client with the enforcement of any proprietary rights over the Services, including the prompt execution of any additional documents that may be reasonably requested by Client.

10. Client Designation. Client grants Contractor the right to use Client's name and/or logo in Contractor's marketing materials, which may include marketing materials on the Contractor's website.

11. Disclaimer. Contractor has made every effort to ensure that all business services have been tested for accuracy and effectiveness. There is no guarantee that Client will see positive results to its business using the techniques and materials provided by Contractor. Contractor assumes no management responsibility for Client's decisions or for policies or practices that Client implements.

As part of the Services, Contractor will use techniques and methods that have proven successful in the past, in accordance with reasonable industry standards. This does not, however, guarantee that they will be successful for Client's business. Because every audience and product is different, Contractor cannot guarantee specific performance of the Services.

12. Data Security. To perform the Services, Client may provide Contractor with login credentials to certain accounts owned by Client. Contractor undertakes reasonable efforts to safeguard this information as described in this agreement and as described in the BAA. At no time will Contractor claim any ownership rights in such accounts. Client grants Contractor the authority to access these accounts to complete the Services. Client understands and agrees that Contractor is not responsible for any breach of data security for these accounts.

13. Indemnification. Contractor agrees to defend, indemnify, and hold Client, its affiliated companies and its respective employees, officers, directors, trustees, and agents harmless from and against any and all losses, claims, suits, actions, liabilities, obligations, costs, and expenses (including reasonable attorneys' fees and costs) which they suffer as a result of (i) the negligence or intentional misconduct of Contractor or (ii) Contractor's breach of any provision of this Agreement (including any representation or warranty).

Client shall indemnify, defend, and hold Contractor harmless from and against any loss, liability, damage, or expense, including reasonable attorney's fees, incurred or suffered by or threatened against Contractor in connection with or as a result of any claim brought by or on behalf of any third party person or entity as a result of or in connection with Contractor's appearance or association with Client, unless such claim arises from Contractor's acts or omissions or arises from or is related to breach of any obligation and/or warranty made by Contractor hereunder.

14. Choice of Law and Jurisdiction. This Agreement shall be governed by the laws of the State of Missouri without regard to its conflict of laws doctrine, and applicable federal laws of the United States of America.

15. Assignment. This Agreement shall not be transferred or assigned, in whole or in part, by either Party to any third party without the express written consent of the other Party.

16. Notice. Except as otherwise provided herein, all notices that either party is required or may desire to give the other party shall be in writing to the following addresses. Electronic mail is permissible but will only be considered sufficient notice if the non-sending party affirmatively confirms receipt.

*** Client(s) First Name:**

*** Client(s) Last Name:**

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Terms and Conditions as Outlined in This Document _____**

I consent to sharing information provided here.

17. Limitation of Liability. Client agrees that it has used contractor's services at its own risk. Client releases Contractor from any and all claims of damages that may result from any claims arising from this agreement. All actions, causes of action, contract claims, suits, costs, demands, and damages of whatever nature or kind in law or in equity arising from this agreement. Contractor assumes no responsibility for errors or omissions in any written materials or correspondence to the client.

18. Miscellaneous.

(a) If any of the provisions of this Agreement is or becomes illegal, unenforceable, or invalid (in whole or in part for any reason), the remainder of this Agreement shall remain in full force and effect without being impaired or invalidated in any way.

(b) Any rights or obligations contained herein that by their nature should survive termination of the Agreement shall survive, including, but not limited to representations, warranties, intellectual property rights, indemnity obligations, and confidentiality obligations.

(c) Any failure of either party to enforce any provision of this Agreement, or any right or remedy provided for therein, shall not be construed as a waiver, estoppel with respect to, or limitation of that party's right to subsequently enforce and compel strict compliance or assertion of a remedy.

(d) Each party has participated in negotiating and drafting this Agreement, such that if any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if the parties had drafted it jointly, as opposed to being construed against a party by reason of the rule of construction that a document is to be strictly construed against the party on whose behalf of the document was prepared.

(e) The Agreement may be executed in several counterparts, all of which taken together will constitute one single agreement between the Parties. The parties expressly agree that with respect to this Agreement, facsimile or electronic signature or executed document which has been formatted as a Portable Document Format (PDF) and electronically exchanged shall be binding upon the parties.

(f) This Agreement, along with all attachments, represents a single agreement, as well as the entire agreement with respect to the subject matter. This Agreement supersedes any prior agreement between the parties, whether written or oral, with respect to the subject matter, and may be modified or amended only by a writing signed by the party to be charged.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first written above.

*** Client(s) First Name:**

*** Client(s) Last Name:**

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Terms and Conditions as Outlined in This Document** _____

I consent to sharing information provided here.

*** Date of signature(s):**

DESCRIPTION OF SERVICES EXHIBIT A

OUR VA'S OBTAIN EXTENSIVE TRAINING ON BEST PRACTICES FOR COMMUNICATING WITH YOUR CLIENTS, THEY RECEIVE TRAUMA INFORMED CARE TRAINING, UNDERSTAND THE UNIQUE CHALLENGES FACED BY THERAPIST AND THEIR CLIENTS. OUR ASSISTANTS ARE TRAINED IN REFLECTIVE LISTENING, SKILLS, MOTIVATIONAL INTERVIEWING, BASIC ASSESSMENT, FINDING THE BEST FIT IN TERMS OF PROVIDING REFERRAL SOURCES. OUR ASSISTANTS UNDERSTAND PRIVACY POLICIES AND ARE HIPPA TRAINED ANNUALLY.

INTAKE SERVICES PROVIDED BY THE REVITALIZED THERAPIST

UPON THE CLIENT'S ("PROVIDER'S") REQUEST,

VA CAN ANSWER AND RETURN INCOMING CALLS AND THERAPIST'S REQUESTS WITHIN 3 HOURS OF CONTACT DURING BUSINESS HOURS. CLIENT UNDERSTANDS VA IS A SHARED VA AND AS SUCH CANNOT GUARANTEE LIVE ANSWER OF EVERY INCOMING CALL. VA WILL MAKE EVERY EFFORT TO RETURN CALLS LIVE. VA COMMITS TO FOLLOWING UP WITH CALLERS CONSISTENTLY AND EFFICIENTLY. VA IS AVAILABLE TO RETURN CALLS, EMAILS, AND OTHER REQUESTS MONDAY - FRIDAY 9 AM-6 PM CST.

CALLS MANAGED BY THE VA ARE TIME TRACKED BY THE MINUTE.

VA CAN SCREEN CALLERS TO GET A GOOD SENSE OF THE PRESENTING PROBLEM

VA CAN SCHEDULE CALLERS USING CLIENT'S EHR PROVIDED

VA CAN SCHEDULE CALLERS USING EHR PROVIDED

VA CAN SEND WELCOME EMAILS, APPOINTMENT VERIFICATION EMAILS, AND INTAKE DOCUMENTS TO CLIENTS

VA CAN CREATE AND UPDATE WAITLIST

VA CAN ENTER NEW CLIENT INFORMATION INTO YOUR EHR: THIS INCLUDES DEMOGRAPHICS AND INSURANCE INFORMATION

VA CAN TRACK YOUR REFERRAL SOURCES WITH EVERY CALLER

VA CAN OFFER CALLERS AN OPPORTUNITY TO RECEIVE YOUR NEWSLETTER

VA WILL COMMUNICATE THE VALUE OF YOUR WORK, SKILL SET, PERSONALITY AND THE BENEFITS OF THERAPY

VA CAN REVIEW YOUR CANCELLATION POLICY DURING SCHEDULING CALLS

VA WILL PULL REFERRAL SOURCES FROM CLIENT'S LIST OF PREFERRED PROVIDERS TO CONNECT CALLERS WITH SERVICES

VA CAN ADDITIONALLY PULL RESOURCES AND REFERRAL SOURCES FROM ONLINE PROVIDER REFERRAL SITES

VA CAN CHECK INSURANCE BENEFITS ONLINE THROUGH THE PROVIDER'S INSURANCE COMPANY PORTALS

VA CAN SUBMIT ELECTRONIC CLAIMS THROUGH CLIENT'S EHR

TRACK MONTHLY CALLER CONVERSION RATES

READ AND RESPOND TO COMPANY EMAIL

RESPOND TO SECURE TEXT MESSAGES FROM CLIENTS

VA CAN SUBMIT BILLING/CLAIMS ON FRIDAYS WEEKLY USING CLIENT'S EHR SYSTEM

VA DOES NOT TRACK CLAIMS INDEPENDENTLY AND WILL ONLY FOLLOW-UP ON CORRECTIONS AND RESUBMISSIONS AS REQUESTED BY THE CLIENT

CLIENT ("PROVIDER") RESPONSIBILITIES

CLIENT WILL INFORM VA OF FEES FOR EACH CPT CODE ADMINISTERED

CLIENT PROVIDES ONLINE INSURANCE COMPANY PORTAL ACCESS TO VA TO VERIFY INSURANCE BENEFITS

CLIENT PROVIDES CANCELLATION POLICY

CLIENT PROVIDES DETAILS ASSOCIATED WITH INSURANCE COMPANY CONTRACTS NEEDED FOR ACCURATE BILLING IN EHR

CLIENT UNDERSTANDS THE SETUP PROCESS ASSOCIATED WITH THEIR PRACTICE PHONE SYSTEM AND CAN COMMUNICATE IT EFFECTIVELY TO THEIR VA AND PROVIDE VA WITH A DESIGNATED PHONE LINE TO ROUTE CALLS RECEIVED TO

PROVIDER THOROUGHLY REVIEWS INTAKE PROCESS DURING INITIAL VA TRAINING MEETING

PROVIDER IS ABLE TO REVIEW AND COMMUNICATE THEIR INTAKE PROCESS IN DETAIL WITH THEIR VA

PRACTICE OWNER PROVIDES VA WITH A SECURE HIPAA COMPLIANT EMAIL SYSTEM OR GRANTS VA ACCESS TO CLIENT PORTAL IN THEIR EHR TO SECURELY SEND DOCUMENTS AND COMMUNICATE WITH CLIENTS REGARDING SCHEDULING OR OTHER INTAKE RELATED TASK

CLIENT'S REFERRAL LIST IDENTIFIES EACH PROVIDER'S SPECIALTIES, AGE RANGES THE PROVIDER WORKS WITH, AND CONTACT INFORMATION YOUR VA WILL KEEP A LIST OF YOUR PREFERRED PROVIDERS TO REFER TO AS WELL. YOUR REFERRALS LIST SHOULD IDENTIFY THE PROVIDERS SPECIALTIES, AGE RANGES THE PROVIDER WORKS WITH, AND CONTACT INFORMATION

INTAKE REVIEW FIRST 1-2 WEEKS OF PACKAGE

IF INTAKE IS A SERVICE YOU WOULD LIKE YOUR VA TO PROVIDE WE WILL TAKE THE FIRST 1-2 WEEKS OF YOUR FIRST PACKAGE TO SOLEY FOCUS ON GETTING EVERY STEP OF YOUR INTAKE PROCESS, INCOMING CALL PROCEDURE AND SCHEDULING PROCESS DOWN PERFECTLY SO THE WEEKS MOVING FORWARD RUN SMOOTHLY AND EFFICIENTLY.

HERE IS WHAT WE WILL FOCUS ON DURING THE FIRST TWO WEEKS

CLIENT WILL MEET WITH VA ON THE FIRST WEEK OF THEIR PACKAGE TO OVERVIEW STEPS OF INTAKE PROCESS

GETTING YOUR PHONE SYSTEM CONNECTED AND OPERATING

REVIEWING YOUR SCHEDULING PROCESSES AND SUBMITTING PAPERWORK PROCESS

BEGIN EFFECTIVELY AND EFFICIENTLY MANAGING CLIENT CALLS AND EMAILS

BEGIN SCHEDULING CLIENTS AND NEW CALLERS

BEGIN CONNECTING CALLERS TO INTAKE PAPERWORK

IF YOUR SYSTEM IS ALREADY SIMPLE AND EFFECTIVE, YOUR VA MAY BE READY TO COMPLETE ADDITIONAL TASK SOONER. THIS IS MOST OFTEN THE CASE. WE FIND THAT THE FOUNDATION must be SET AND SOLID TO PROVIDE THE PRACTICE OWNER THE MOST SUCCESSFUL TRANSITION TO WORKING WITH A VA.

ELIGIBILITY AND BENEFITS VERIFICATION

VA CAN CREATE SUPERBILLS AND STATEMENTS AND SEND TO CLIENTS VIA CLIENT'S EHR OR SECURE EMAIL

YOU MAY ASSIGN YOUR VA TO FOLLOW UP ON CLAIM DENIALS

VA WILL NOT TRACK CLAIM DENIALS INDEPENDENTLY OF CLIENT

YOU MAY ASSIGN YOUR VA TO LOOK UP AND VERIFY CO-PAYS AND BENEFITS ONLINE

VA WILL NOT SUBMIT PAPER CLAIMS ON THE CLIENT'S BEHALF

CLIENT RESPONSIBILITIES

CLIENT WILL PROVIDE LIST OF INSURANCE CONTRACTED RATES OF PAY IN ORDER FOR VA TO PROVIDE CO-PAY ESTIMATES ACCURATELY USING ONLINE SOURCES

CLIENT UNDERSTANDS THE VA IS NOT A PROFESSIONAL CODER AND BILLER AND THAT VA WILL NOT PROVIDE BILLING SERVICES

CLIENT WILL PROVIDE INSURANCE COMPANY PORTAL ACCESS IF CLIENT ASSIGNS VA TO VERIFY BENEFITS

CLIENT WILL REVIEW SPECIALTY CLAIM SUBMISSION PROCEDURES. SUCH AS WHEN A BILLING CODE MODIFIER IS NECESSARY OR IF SOMETHING UNIQUE IS NEEDED WHEN SUBMITTING CLAIMS TO A SPECIFIC INSURANCE COMPANY.

CLIENT WILL ASSIGN VA TO OBTAIN FURTHER INFORMATION FROM INSURANCE COMPANY IN THE EVENT THERE IS A DENIAL OR MISTAKE MADE BY INSURANCE COMPANY. YOUR VA WILL BE HIGHLY FOCUSED ON TAKING CARE OF THE NEEDS OF YOUR NEW AND CURRENT CLIENTS AND CAN NOT PROVIDE TRACKING OF EACH CLAIM SUBMITTED DAILY.

VA IS TRAINED IN VARIOUS EHR SYSTEMS. IF THE CLIENT UTILIZES SOFTWARE THE VA IS NOT FAMILIAR WITH TRAINING YOUR VA ON THIS EHR SYSTEM WILL BE NECESSARY FOR SUCCESSFUL CLAIM SUBMISSION.

EHR SET UP AND TRANSITION

VA CAN TRANSITION YOUR CLIENT AND PRACTICE DATA TO A NEW EHR SYSTEM

VA CAN GET YOU SET UP FOR EDI SUBMISSION AND ERA IN YOUR EHR

CLIENT UNDERSTANDS THE LENGTH OF TIME EACH INSURANCE COMPANY TAKES TO APPROVE APPLICATIONS VA SUBMITS TO OBTAIN EDI SERVICES THROUGH THE CLIENT'S EHR AND CLEARING HOUSE IS NOT IN THE CONTROL OF THE VA. APPLICATION APPROVALS VARY PER INSURANCE COMPANY TIMELINE

CLIENT RESPONSIBILITIES

TO PROVIDE VA THE MOST UP TO DATE INFORMATION REGARDING PROVIDER PRACTICE DETAILS AND CLIENT INFORMATION IF MANUALLY ENTERING DATA IS NECESSARY FOR EHR SETUP

MARKETING SERVICES

CONTRACTOR CAN PRODUCE, CREATE AND SCHEDULE AND POST CONTENT FOR CLIENT'S SOCIAL MEDIA SITES AND BLOGS

CONTRACTOR CAN SET UP EMAIL AUTOMATIONS TO DISTRIBUTE YOUR MARKETING MATERIALS USING SOFTWARE PURCHASED BY THE CLIENT

CLIENT RESPONSIBILITIES

The client will follow the following procedure when assigning written content:

The client will identify the following

1. The Goal of the Topic and Theme For The Month
2. Purpose
3. Audience

The client will follow the following procedure social media content:

Attach any quotes and articles you would like posted on social media to THE PROJECT MANAGEMENT board.

If you are submitting a topic only that you want your weekly posts to focus on, please include the following:

The client will identify the following

1. The Goal of the Topic and Theme For The Month
2. Purpose
3. Resources and materials to pull from
3. Audience

TRACKING AND PACKAGE PAYMENT

TIME TRACKING

CONTRACTOR USES HARVEST A TIME TRACKING SOFTWARE THAT BILLS BY THE MINUTE

CALLS MANAGED BY VA ARE TIME TRACKED BY THE MINUTE.

VA WILL SEND THE CLIENT A WEEKLY UPDATE ON HOURS UTILIZED

CLIENTS WILL ASSIGN HOW THE VA SHOULD UTILIZE PACKAGE TIME AVAILABLE EACH WEEK.

VA WILL SEND A DETAILED MONTHLY ITEMIZED REPORT AT THE END OF EACH PACKAGE MONTH PURCHASED

IF YOU RUN OUT OF TIME BEFORE YOUR MONTHLY PACKAGE ENDS. YOU CAN ADD HOURS TO YOUR MONTHLY PACKAGE AT A HOURLY RATE BEFORE THE END OF YOUR PACKAGE'S BILLING CYCLE.

WE WILL STRATEGIZE WITH YOU THE BEST WAY TO USE YOUR PREPAID PACKAGE TIME SO YOU GET THE MOST BENEFIT OUT OF YOUR PACKAGE.

IF YOU DO NOT USE YOU PACKAGE HOURS THEY WILL NOT ROLLOVER.

PACKAGE RENEWAL AND AUTOMATIC PAYMENTS

FEES FOR SERVICES WILL BE AUTOMATICALLY WITHDRAWN EACH MONTH USING THE CLIENTS CREDIT OR DEBIT CARD ON FILE. THE CARD THE CLIENT USES AT THE TIME OF SIGNING THIS CONTRACT WILL AUTOMATICALLY BE CHARGED AT THE TIME OF RENEWAL OF PACKAGE. FEES PAID AT RENEWAL DATE WILL INCLUDE ANY FEES FOR EXTRA HOURS ADDED TO YOUR PREVIOUS MONTH'S PACKAGE.

CLIENT AGREES TO PROVIDE THE REVITALIZED THERAPIST 30 DAYS NOTICE IF CLIENT DECIDES TO TERMINATE SERVICES AND TO AVOID AUTOMATIC WITHDRAW OF MONTHLY PACKAGE FEE.

*** First Name(s):**

*** Last Name(s):**

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Terms and Conditions as Outlined in This Document _____**

I consent to sharing information provided here.

*** Date of Signature(s):**

ASSIGNING TASKS

COMMUNICATION WITH YOUR VA AND ASSIGNING TASKS

VA WILL INVITE CLIENT TO THEIR PERSONALIZED PROJECT MANAGEMENT COMMUNICATION BOARD

COMMUNICATION ON TASK ASSIGNMENT AND FOLLOW-UP OCCURS ON THE REVITALIZED THERAPIST'S PROJECT MANAGEMENT COMMUNICATION PLATFORM

CONTRACTOR ASSIGNS CLIENT A COMMUNICATION BOARD WHERE CLIENT CAN ASSIGN TASK BY PRIORITY STATUS

CLIENT CAN PROVIDE VA INSTRUCTIONS FOR TASK COMPLETION TO VA WHILE INCLUDING ANY OTHER INFORMATION NECESSARY TO COMPLETE A TASK SUCCESSFULLY ON CLIENT'S COMMUNICATION BOARD

CLIENT WILL USE A SECURE METHOD OF ATTACHING DOCUMENTS CONTAINING PHI TO COMMUNICATION BOARD SUCH AS PASSWORD PROTECTED DOCUMENTS SHARED FROM DROPBOX, GOOGLE DRIVE, OR SHAREPOINT IN ORDER TO FURTHER SAFEGUARD PHI.

CLIENT MAY UPLOAD DOCUMENTS AND SHARE PASSWORDS WITH VA THROUGH THE REVITALIZED THERAPIST'S SECURE PORTAL USING THE SECURE CLIENT PORTAL LINK LOCATED ON COMMUNICATION BOARD

CLIENT IS RESPONSIBLE FOR DE-IDENTIFICATION OF OF PROTECTED HEALTH INFORMATION IN ACCORDANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT PRIVACY RULE WHEN COMMUNICATING OR EXCHANGING PHI WITH VA ON COMMUNICATION BOARD, VIA TEXT MESSAGE, EMAIL OR ANY OTHER FORM OF COMMUNICATION

FROM COMMUNICATION BOARD CLIENT CAN VIEW THE STATUS OF EACH TASK AND FOLLOW TASK FROM START TO FINISH

HOURS OF OPERATION

Our primary business hours are Monday – Friday from 9 am-6 pm CST.

HOLIDAYS AND TIME OFF

THE REVITALIZED THERAPIST, LLC IS CLOSED ON THE FOLLOWING HOLIDAYS

New Year's Eve

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

December 26th

VACATIONS

The Revitalized Therapist strives to provide task coverage during your VA's absence for vacation time. In the event we are unable to provide coverage for phone and email support during your VA's absence we will rollover any unused time to the client's next purchased package. Rollover time due to vacation or absence must be used within 4 weeks of the purchase and start date of your next monthly package.

The Revitalized Therapist provides staff with 3 weeks of vacation time per year. VA may take 8 business working days off in a row.

SICK TIME AND BEREAVEMENT

In the event, the client's assigned VA needs time off due to illness The Revitalized Therapist will make efforts to provide task coverage only. Due to the unpredictable nature of illness and loss, The Revitalized Therapist may not be provided ample time to train other VA's available on client's unique intake practices, phone system, and policies and procedures. In the event coverage cannot be provided during your VA's absence we will rollover any unused time to the client's next purchased package.

TERMS AND CONDITIONS

WHAT IF I DO NOT USE ALL MY HOURS IN A MONTH?

The monthly rate set forth is applicable regardless of the number of hours used by Client during any month. VA Service packages means your VA would work on assigned projects, check messages and return calls at specified times during the day. For each package, the amount of time listed is the maximum amount of time allotted each month for your practice. Unused hours for the month are forfeited since your VA has set aside that time in their schedule to work for you. If you happen to have a busier month than usual, additional hours can be added at any time. After the first month, the client is committed to the number of hours purchased and The Revitalized Therapist will not make changes to the package purchased on or after the renewal date.

CANCELLATION OF SERVICES

If I want to cancel services, I understand that I am required to provide the Revitalized Therapist, LLC 30 days' notice of cancellation to terminate recurring automatic payments for monthly packages and services provided.

PAYMENT

Please Select Your Monthly Package Below

- The Stress Less Plan - 11 Hours/Month : \$484.01 (3% Transaction Fee Included)
- The Re-Energized Plan - 20 Hours/Month : \$772.50 (3% Transaction Fee Included)
- The Revitalization Plan - 30 Hours/Month : \$1081.50 (3% Transaction Fee Included)
- The Renew Plan - Phone Support - 5 Hours/Month : \$309.00 (3% Transaction Fee Included)
- Task Support - 6 Hours/Month: \$309.00 (3% Transaction Fee Included)

Client shall pay Contractor monthly for Services. Client start date is reserved upon receipt of the initial payment. If additional hours are needed, Client will be billed the hourly rate consistent with their purchased package for all additional time incurred, which will be itemized in the Client's monthly time report. Contractor's obligation to perform Services is conditioned upon receipt of Client's payment on a timely basis. If Client's monthly payment is not received, Contractor reserves the right to stop services until the payment has been received in full.

First Name(s):

Last Name(s):

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Terms and Conditions as Outlined in This Document** _____

I consent to sharing information provided here.

* DATE OF SIGNATURE(S)



This Business Associate Agreement (“BAA”) is made by and between The Revitalized Therapist, LLC. (“Business Associate”) and

(“Covered Entity”) and effective as of the Effective Date of the Agreement.

1. Definitions. For purposes of this BAA and the Agreement, the following terms shall have the designated meanings. All other terms shall have the same meanings as in HIPAA or HITECH.

(a) “Administrative Safeguards” shall mean administrative actions, policies, and procedures to manage the selection, development, implementation, and maintenance of security measures to protect Electronic PHI and to manage the conduct of the Business Associate’s workforce in relation to the protection of that information.

(b) “Breach” shall mean the unauthorized acquisition, access, use, or disclosure of unsecured PHI which compromises the security or privacy of such information, but excludes:

i. Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of Covered Entity or Business Associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Standards;

ii. Any inadvertent disclosure by a person who is authorized to access PHI at Covered Entity or Business Associate to another person authorized to access PHI at Covered Entity or Business Associate and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under the Privacy Standards; and

iii. A disclosure of PHI where Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

(c) “Designated Record Set” shall mean a group of records maintained by or for Business Associate or the Covered Entity that is (a) the medical records and billing records about individuals maintained by or for Business Associate or the Covered Entity, (b) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan, or (c) used, in whole or in part, by or for Business Associate to make decisions about individuals. As used herein, the term “Record” means any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by or for Business Associate or the Covered Entity.

(d) "Electronic PHI" shall mean PHI that is transmitted or maintained in electronic media.

(e) "HIPAA" shall mean the Health Insurance Portability and Accountability Act of 1996, and any amendments thereto.

(f) "HITECH" shall mean the Health Information Technology for Economic and Clinical Health Act, which is Title XIII of the American Recovery and Reinvestment Act, and any amendments, regulations, rules, and guidance issued thereto and the relevant dates for compliance.

(g) "Individually Identifiable Health Information" shall mean information that is a subset of health information, including demographic information collected from an individual, and

i. is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse; and

ii. relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of healthcare to an individual; and (1) identified the individual, or (2) there is a reasonable basis to believe the information can be used to identify the individual.

(h) "Physical Safeguards" shall mean physical measures, policies, and procedures to protect Business Associate's electronic information systems and related buildings and equipment from natural environmental hazards and unauthorized intrusion.

(i) "Privacy Standards" shall mean the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Parts 160 and 164.

(j) "Protected Health Information" or "PHI" shall mean: (a) Individually Identifiable Health Information that is transmitted by electronic media; (b) maintained in any medium constituting electronic media; or (c) transmitted or maintained in any other form or medium. "PHI" shall not include education records covered by the Family Educational Right and Privacy Act, as amended, 20 U.S.C. § 1232g, or records described in 20U.S.C. § 1232g(a)(4)(B)(iv).

(k) "Secretary" shall mean the Secretary of the United States Department of Health and Human Services.

(l) "Security Incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.

(m) "Security Standards" shall mean the regulations with regard to security standards for health information, 45 C.F.R. Parts 160 and 164.

(n) "Technical Safeguards" shall mean the Standards for Electronic Transactions, 45 C.F.R. 160 and 162.

(o) "Transaction Standards" shall mean the Standards for Electronic Transactions, 45 C.F.R.

(p) "Unsecured PHI" shall mean PHI not secured through the use of a technology or methodology specified in guidance by the Secretary that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals.

2. Compliance with Applicable Law. The parties acknowledge and agree that, beginning with the relevant effective dates, Business Associate shall comply with its obligations under this BAA and with all obligations of a business associate under HIPAA, HITECH and the implementing regulations thereunder, as they exist at the time this BAA is executed and as they are amended, for so long as this BAA is in place.

3. Uses and Disclosures of PHI. Business Associate shall not use or disclose PHI received from the Covered Entity in any manner that is not permitted or required by the Agreement, this BAA or required by law. Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

Business Associate may use PHI to provide data aggregation services to the Covered Entity as permitted by 45 C.F.R. §164.504(e)(2)(i)(B). Business Associate may de-identify the PHI in accordance with 45 C.F.R. §164.502(d) and use, modify and disclose such de-identified data for any legal purpose. To the extent required by HIPAA, Business Associate agrees to make reasonable efforts to limit any use, disclosure, or request for use or disclosure of PHI to the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure, or request. I give Business Associate consent to utilize PHI shared for the purpose of eligibility and benefits verifications, claim status inquiries, and to follow-up on claim denials as assigned by the Covered Entity.

Covered Entity is solely responsible for managing, protecting and securing PHI transmission sent to the Revitalized Therapist in accordance with HIPAA regulations and will not request that the Revitalized Therapist use or disclose PHI in any manner that would not be permissible under HIPAA.

Covered Entity will take appropriate measures to limit its use of PHI to the Business Associate and will limit its use within the Covered Services to the minimum extent necessary for Covered Entity to carry out its authorized use of such PHI. Covered Entity warrants that it has obtained and will obtain any consents, authorizations and/or other legal permissions required under HIPAA and/or other applicable law for the disclosure of PHI to the Revitalized Therapist. Covered Entity will notify the Revitalized Therapist of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI. Covered Entity will not agree to any restriction on the use or disclosure of PHI under 45 CFR § 164.522 that restricts Revitalized Therapist's use or disclosure of PHI under the Agreement unless such restriction is required by law.

(a) A business associate is authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c). Covered entity is responsible for de-identifying PHI information with Business Associate in

accordance with 45 CFR 164.514(a)-(c).

(b) Business associates may use or disclose protected health information as required by law.

(c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

Appropriate Safeguards. The Revitalized Therapist and the Covered Entity will each use appropriate safeguards and security measures designed to prevent against unauthorized use or disclosure of PHI, and as otherwise required under HIPAA, with respect to the Services provided by the Revitalized Therapist.

4. Reporting of Improper Use and Disclosures of PHI. Business Associate shall notify the Covered Entity within five (5) business days of discovering any suspected or actual use or disclosure of PHI in violation of this BAA by Business Associate, its officers, directors, employees, agents or subcontractors, or by a third party to whom Business Associate disclosed PHI.

5. Reporting of Breaches of Unsecured PHI. Business Associate shall notify the Covered Entity within five (5) business days of discovering a Breach of unsecured PHI in accordance with 45 CFR 164.314.

6. Mitigation of Harmful Effects. Business Associate agrees to mitigate, to the extent practicable, any harmful effect of a use or disclosure of PHI by Business Associate in violation of the requirements of this BAA.

7. Agreements by Third Parties. Business Associate shall enter into an agreement with any agent or subcontractor of Business Associate that will have access to PHI that is received from or is created or received by, Business Associate on behalf of the Covered Entity. Pursuant to such agreement, the agent or subcontractor shall agree to be bound by the same restrictions, terms, and conditions that apply to Business Associate under this BAA with respect to such PHI.

8. Access to Information. To the extent that Business Associate maintains a Designated Record Set on behalf of the Covered Entity, Business Associate shall, within five (5) business days of a request by the Covered Entity for access to PHI about an individual contained in the Designated Record Set, make available to the Covered Entity such PHI for so long as such information is maintained by Business Associate in the Designated Record Set, as required by 45 C.F.R. § 164.524. In the event any individual delivers directly to Business Associate a request for access to PHI, Business Associate shall within two (2) business days forward such request to the Covered Entity.

9. Availability of PHI for Amendment. To the extent that Business Associate maintains a Designated Record Set on behalf of the Covered Entity, Business Associate shall, within ten (10) business days of receipt of a request from the Covered Entity for the amendment of an individual's PHI or a record regarding an individual contained in a Designated Record Set (for so long as the PHI is

maintained in the Designated Record Set), Business Associate shall provide such information to the Covered Entity for amendment and incorporate any such amendments in the PHI as required by 45 C.F.R. § 164.526.

10. Documentation of Disclosures. To the extent expressly required by 45 C.F.R. § 164.528, Business Associate agrees to document disclosures of PHI and information related to such disclosures as would be required for the Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI, providing Covered Entity with the following information: (a) the date of the disclosure; (b) the name of the entity or person who received the PHI, and if known, the address of such entity or person; (c) a brief description of the PHI disclosed; and (d) a brief statement of the purpose of such disclosure which includes an explanation of the basis for such disclosure.

11. Accounting of Disclosures. Business Associate shall, within ten (10) business days of notice by the Covered Entity to Business Associate that it has received a request for an accounting of disclosures of PHI regarding an individual during the six (6) years prior to the date on which the accounting was requested, make available to the Covered Entity information collected in accordance with Section 10 of this BAA, to permit the Covered Entity to respond to the request for an accounting of disclosures of PHI, to the extent expressly required by 45 C.F.R. § 164.528.

12. Availability of Books and Records. Business Associate hereby agrees to make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Covered Entity available to the Secretary for purposes of determining the Covered Entity's compliance with the Privacy Standards.

13. Other Transactions. To the extent Business Associate is to carry out a covered entity's obligation under 45 CFR Part 164, Subpart E, Business Associate shall comply with the requirements that apply to the covered entity in the performance of such obligation.

14. Electronic PHI. To the extent that Business Associate and Covered Entity creates, receives, maintains or transmits Electronic PHI on behalf of the Covered Entity, Business Associate and Covered Entity shall comply with the Security Standards as of the relevant, effective date and further, shall:

i. Implement Administrative, Physical and Technical Safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic PHI in accordance with 45 CFR 500. ;

ii. Ensure that any agent, including a Business Associate, to whom it provides Electronic PHI agrees to implement reasonable and appropriate safeguards to protect it; and

iii. Report to the Covered Entity any Security Incident resulting in a Breach of Unsecured PHI of which Business Associate becomes

iiii. The Business Associate agrees to use the following Technical Safeguards: maintain the Covered Entity's PHI Data in Simple Practice Secure EHR, Paubox Secure and Encrypted Email Account and SR HIPAA Compliant Fax System unless otherwise requested by the Covered Entity. Covered Entity will be responsible for PHI data requests and for providing technical security safeguards that require PHI data to be stored or maintained in a different manner than outlined above.

15. Term, Termination, and Effect of Termination of the BAA.

i. Term. This BAA shall terminate when all of the PHI provided by the Covered Entity to the Business Associate, or created and received by the Business Associate on behalf of the Covered Entity, is returned to the Covered Entity, or, at the Covered Entity's direction, is

ii. Termination. The Covered Entity or Business Associate may terminate this BAA pursuant to Sections 16 and 17, This BAA will automatically terminate upon the expiration or termination of the Agreement.

iii. Effect of Termination. Except as required by law, upon the termination of the Agreement or this BAA for any reason, Business Associate shall return to the Covered Entity or, at the Covered Entity's direction, destroy all PHI received from the Covered Entity or created or received by the Business Associate on behalf of the Covered Entity that Business Associate maintains in any form, recorded on any medium, or stored in any storage system, unless said information has been de-identified and is no longer This provision shall apply to PHI that is in the possession of Business Associate or agents or subcontractors of Business Associate. Business Associate shall retain no copies of the PHI. Business Associate shall remain bound by the provisions of this BAA, even after termination of the BAA until such time as all PHI has been returned, de-identified or otherwise destroyed as provided in this Section 15.

16. Breach of Contract by Business Associate. Covered Entity may terminate the Agreement and this BAA if the Covered Entity determines that Business Associate has violated a material term of this BAA and Business Associate fails to cure such violation within thirty (30) days after written notice to Business Associate, provided that if such violation is not susceptible to being cured within such thirty (30) day period, but Business Associate promptly commences such cure, said thirty (30) day period shall be extended so long as Business Associate is actively, diligently and continuously attempting to effectuate such cure.

17. Breach of Contract by The Covered Entity. Business Associate may terminate the Agreement and this BAA if Business Associate knows of a material breach by the Covered Entity that is not cured within thirty (30) days after written notice to Covered Entity, provided that if such violation is not susceptible to being cured within such thirty (30) day period, but Covered Entity promptly commences such cure, said thirty (30) day period shall be extended so long as Covered Entity is actively, diligently and continuously attempting to effectuate such cure. Business Associate will report the problem to the Secretary to the extent expressly required and shall provide advance or simultaneous notice to the Covered Entity.

18. Breach of Contract by a Subcontractor. If Business Associate is aware of a pattern of activity or practice of a subcontractor that constitutes a material breach of violation of the subcontractor's obligations under a contract involving the creation, receipt, maintenance, or transmission of PHI, Business Associate shall take reasonable steps to ensure that the subcontractor cures the breach or ends the violation, as applicable, or the Business Associate shall terminate the contract, if feasible, in accordance with 45 CFR 164.504.

19. Third-Party Rights. The terms of this BAA are not intended, nor should they be construed, to grant any rights to any parties other than Business Associate, Subcontractors, and the Covered Entity.

20. Indemnification and Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THE AGREEMENT OR THIS BAA, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR LOST PROFITS OR REVENUE OR FOR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, COVER, SPECIAL, RELIANCE OR EXEMPLARY DAMAGES, OR INDIRECT DAMAGES OF ANY TYPE OR KIND HOWEVER CAUSED, WHETHER FROM BREACH OF WARRANTY, BREACH OR REPUDIATION OF CONTRACT, NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR ANY OTHER LEGAL CAUSE OF ACTION FROM OR IN CONNECTION WITH THE AGREEMENT OR THIS BAA (AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) TO THE MAXIMUM EXTENT PERMITTED BY LAW.

21. Owner of PHI. Under no circumstances shall Business Associate be deemed in any respect to be the owner of any PHI used or disclosed by or to Business Associate pursuant to the terms of this BAA.

22. Changes in the Law. Through a written document signed by the parties, the Covered Entity and Business Associate will amend this BAA, as appropriate, to conform to any new or revised legislation, rules and regulations to which the Covered Entity is subject now or in the future including, without limitation, HIPAA, HITECH and the implementing regulations thereunder.

23. Judicial and Administrative Proceedings. In the event Business Associate receives a subpoena, court or administrative order or other discovery request or mandate for release of PHI, the Covered Entity shall have the right to control Business Associate's response to such request. Business Associate shall notify the Covered Entity of the request as soon as reasonably practicable, but in any event within twenty-four (24) business hours of receipt of such request. Business Associate shall not provide comment, respond to, or release information in response to a subpoena, court or administrative order or other discovery request or mandate for release of PHI without the Covered Entity's prior review and approval.

24. Assignment. Neither party may assign this BAA without written consent of the other; provided, however, either party may assign this BAA and delegate its obligations hereunder to any of its affiliates or may assign this BAA to a successor by way of merger or consolidation or the acquisition of substantially all of the

business relating to the subject matter of this BAA. Subject to the foregoing, this BAA shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

25. Entire Agreement; Modification. This BAA constitutes the entire agreement of the parties concerning the subject matter hereof and supersedes all previous representations, understandings, and agreements of the parties, whether oral or written, concerning the subject matter hereof. This BAA may only be modified by a written document signed by the parties hereto.

26. Governing Law. This BAA shall be construed pursuant to the laws of the State of Missouri, and any suit or action thereon, regardless of when brought, shall be brought in a Missouri court of competent jurisdiction.

27. Notices. All notices given with regard to this BAA shall be in writing. A notice shall be deemed to have been given at the time when mailed by U.S. First Class mail or through the Covered Entity's internal mail or hand-delivered. Notices shall be given for each party to the individual and address listed below unless notice is given otherwise:

28. Severability; Waiver. In the event that any provision hereof is found invalid or unenforceable pursuant to judicial decree or decision, the remainder of this BAA shall remain valid and enforceable according to its terms, except to the extent, if any, that such invalidity or unenforceability may deprive a party to this BAA of a material right or benefit reasonably anticipated by that party in entering into this BAA. The waiver by either party of a breach or violation of any provision of this BAA shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provisions hereof.

IN WITNESS WHEREOF, the parties execute this BAA as of the date in which the latter of the two parties signs this BAA.

*** First Name(s):**

*** Last Name(s):**

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Terms and Conditions as Outlined in This Document _____**

I consent to sharing information provided here.

* Date Of Signature(s)



Revitalized Therapist, LLC Pricing Terms & Conditions

The Stress Less Plan

11-Hours Per Month

\$470.00 Per Month

Option 1: Phone/Scheduling Support & Administrative Tasks.

Option 2: Administrative Tasks & Marketing/Content Creation Tasks

1-Hour of VA Training Time Included With Each Option.

Overage Charges: Billed at the rate of \$42.72 per hour

3% Transaction Fee Will Be Applied

The Re-Energized Plan 20-Hours Per Month

\$750.00 Per Month

Utilize any of our services.

2-Hours of VA Training Time Included

Overage Charges: Billed at the rate of \$37.50 per hour

3% Transaction Fee Will Be Applied

The Revitalization Plan 30-Hours Per Month

\$1050.00 Per Month

Utilize any of our services.

2-Hours of VA Training Time Included

1 Hour of Business Consulting & Strategic Planning Per Month Included

Overage Charges: Billed at the rate of \$35.00 per hour

3% Transaction Fee Will Be Applied

The Renew Plan 5-Hours Per Month Of Phone Support

\$300.00

Includes Phone Answering & Scheduling Only

1-Hour of VA Training Time

Overage Charges: Billed at the rate of \$50.00 per hour

3% Transaction Fee Will Be Applied

Task Only Plan 6-Hours Per Month

\$300.00

Includes Administrative Or Social Media Task Support Only

Overage Charges: Billed at the rate of \$50.00 per hour

3% Transaction Fee Will Be Applied

*** First Name(s)**

*** Last Name(s)**

*** By Signing This Document, I Am/We Are Providing Full Consent and Agree to the Pricing Terms and Conditions as Outlined in This Document** _____

I consent to sharing information provided here.