

## TERMS OF ENGAGEMENT

### PROJECT BRIEF

You have asked us to work with you to help develop your future strategy and then possibly assist with the implementation process. Initially, we shall facilitate a strategic planning workshop with the key stakeholders for a day.

### THE FACILITATOR

Your facilitator will be Paul Hopwood. Paul is licenced by Mindshop International to use their tools and processes with clients of Paul Hopwood Consulting Limited.

### CONFIDENTIALITY

We are aware that the information that we shall learn about you and your business affairs during the strategic development process is sensitive. You have our assurances that all such information shall be kept confidential and will not be disclosed at any time to any third party without your express instruction or consent.

### FEES

Our fees shall be at a rate of £x per day plus VAT. Work performed before and between any subsequent meetings will only be separately charged if significant and only then if we specifically identify it to you in advance.

If any significant travel is required, then we shall charge travel costs at 45p per mile or the appropriate train fares. You will pay for the hire of any rooms, equipment (flipcharts, screens or projectors), reasonable accommodation and meals for the facilitator, if appropriate.

If the project extends beyond the initial session, fee notes will be rendered on a monthly basis to cover work performed in each such month and are payable on presentation.

### CANCELLATION

Both parties shall, at any time, have the ability to limit the work to be done by Paul Hopwood Consulting Limited to that already performed, without advance notice.

### DISCLAIMER

Our role will be one of facilitation. It will be for you to decide upon the most appropriate course of action at each stage. Any actions that you take in response to those decisions will be your sole responsibility.

### CONTRACT

If you are in agreement with the terms herein contained, would you please sign and return one copy of this document.

.....  
John Smith  
On behalf of XYZ Limited

.....  
Paul Hopwood  
On behalf of Paul Hopwood Consulting Ltd

.....  
Date

*Paul Hopwood Consulting Limited*

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