

[DATE]

[CEO
Company
Street
City, State Zip]

Dear [CEO],

It has been a pleasure to reconnect with you both and to learn a bit about [Company] over the past [few weeks].

Thank you for asking to sign up for the IntelliVen Executive Session Program. We are honored and would be delighted to help. This letter outlines how the program works and allows you to authorize us to proceed with your organization as we have for many others at your scale and stage of evolution.

Specifically:

- We hold a three-hour IntelliVen Executive Session, roughly every three months, to review progress against stated objectives, challenge thinking, and to help you get on track to perform at a higher level going forward after each meeting. Essentially, we provide a consistent point of accountability, help with individual and collective focus, and identify and help provide access to resources that are key to success.
- You prepare and forward materials on one, two, or three of the most pressing matters leadership faces for us to review a day or two ahead of each meeting.
- We ask questions to push up leadership thinking, provide advice, and offer unlimited access to our network and to our inventory of world-class, proprietary tools, insights, and artifacts for fast-growing organizations. We also respond to texts, e-mail, and take phone calls to address matters of importance between meetings as long as we can work them into the flow of the day-to-day.

While we expect to continue working together in this fashion indefinitely and at least for the next year, either party is free to terminate the arrangement at any time, for any reason.



In exchange, you agree:

- To schedule a year's worth of Executive Sessions.
- To pay \$7500 at the start of each meeting by direct deposit or check made out to IntelliVen.
- Close out and pay in full all compensation programs, and accelerate any unvested options immediately, if there is a change of control during our engagement.

To authorize us to schedule and hold the first IntelliVen Executive Session please sign below and return a PDF copy of this letter by email to peterd@intelliven.com.

We very much look forward to getting to know you better and to helping you get your business on track to long term growth and performance.

Sincerely,



Peter F. DiGiammarino

Accepted for [Company] by:

Title

Date

