

[Date]

[Name  
Title  
Organization  
Street  
City, State Zip]

Dear [Name]:

I am pleased to present this plan to provide advisory services to [organization]. As discussed, I will assist you as follows:

- [Specific services]
- Prepare for and actively participate in advisory board meetings.
- Work with you to understand what you are trying to do, what you have done to do it, what has happened so far, what has been learned, and what you plan to do next. Along the way, I will ask questions to push up your thinking and offer my best advice.
- Other services as we mutually agree.

[I personally] (see attached bio) will perform this work.

My services will be billed through [IntelliVen](#): a firm that specializes in helping early-stage organization achieve their potential to perform and grow. My time will be charged at \$~~XX~~ per hour. From our discussions to this point, I expect to spend about ~~XX~~ hours per week, or about ~~X~~ days per month, and will adjust as needed or as agreed during the course of work.

IntelliVen will submit an invoice monthly for actual hours worked. Payment is due and payable upon receipt. This agreement will continue for 90 days from acceptance and automatically extends month-to-month unless either party gives 15-days notice to terminate for any reason.

I look forward to working with you and to contributing to [Organization's] success.

Sincerely,

Accepted for [Organization] by:

Consultant

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[Name]  
[Title]



[Name]  
[Date]  
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**ATTACHMENT**  
**[CONSULTANT]**

[BIO]

