

[Month day, year]

[CEO
Organization
Street Address
City, State Zip]

Dear [CEO],

It has been a pleasure to meet you and to learn a bit about [Organization] over the past [time period].

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 will 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's thinking, provide advice, and offer unlimited access to our network and to our inventory of tools, templates, insights, and best practices for fast-growing organizations. We also respond to e-mail and take phone calls to address matters of importance between meetings as long as we are able to 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, with one month's written notice.

In exchange, you agree:



- To schedule at least a year's worth of Executive Sessions.
- The price per three-hour session is \$5000. Organizations with a less than \$3 M annual sales run-rate typically only require a two-hour session and qualify for a discounted price of \$3000 per session.

Session fees are paid in advance by PayPal to paypal.me/intelliven or by check to IntelliVen.

- If there is a change of control during our engagement, all compensation programs are closed out and paid in full and any options vest immediately.

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.

It will be our pleasure to work with you.

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 [Organization] by:

Principal

Date

