

Letter of Agreement

Advisory Meeting Rhythm Install

Business Growth Strategies Pty Ltd

Parties

Consultant: Business Growth Strategies Pty Ltd

Consultant ABN

Client legal name

Client ABN

Purpose

Install a partner-safe monthly advisory rhythm using the reports you already run, with a locked agenda, fixed numbers pack, a weekly snapshot standard, and clear decision outputs, so your team runs advisory consistently without new systems.

Scope

One remote Advisory Meeting Rhythm Install, two hours. We finalize agenda, roles, numbers pack specification tied to existing reports, weekly snapshot and thresholds, and decision outputs. Implementation remains the Client's responsibility. No financial, tax, or legal advice.

No financial, tax, or legal advice is provided.

Deliverables

- a. Locked monthly agenda with decision outputs.
- b. Numbers pack specification referencing exact systems, report titles, and paths.
- c. Weekly snapshot template with thresholds and capture rules, same report, same way, same day.
Weekly verification uses the same source report, same way, same day.
- d. Action log format with owners and dates.
- e. Short pre-work and same-day summary.
- f. Single 30-minute tightening check available within a 14-day window to close minor gaps in cadence artifacts only.

Effective Date

Effective date

Fees and GST

Install fee: AUD 2,500 plus GST, payable on signing. Prices in AUD. GST collected at 10 percent where applicable. Fees are non-refundable except for statutory rights.

Scheduling and Changes

Install is scheduled upon signed Agreement and payment. Client must book within 14 days. One reschedule with at least two business days' notice is permitted. Cancellations or no-shows forfeit the fee. If the Consultant cancels, the Client may choose a refund or a new date.

Authority and Ownership

Client names an authority who can approve scope clarifications and minor adjustments during the install and within the 14-day tightening window without another committee or meeting. Client names a numbers owner to prepare, distribute, and access the reports live in session.

Intellectual Property and Confidentiality

Consultant materials remain Consultant intellectual property and are licensed for internal use to run the installed cadence within the Client's firm. No external distribution or reuse across unrelated

entities. Each party keeps the other's non-public information, client lists, pricing, and internal reports confidential and uses them only for this engagement, except as required by law.

No Guarantee

Outcomes depend on Client execution. The Consultant does not guarantee specific financial results.

Liability

To the maximum extent permitted by law, the Consultant's aggregate liability under this Agreement is limited to the fees paid for this install.

General

This Agreement is the entire understanding for this install and may be amended only in writing. This Agreement is governed by the laws of the State of Victoria, Australia, and the parties submit to the non-exclusive jurisdiction of its courts. Counterparts and electronic signatures are accepted.

Acknowledgements

By ticking each box, the Client confirms:

- The named authority can approve the install scope and minor adjustments during the 14-day tightening window.
- Materials are for internal use and no financial, tax, or legal advice is provided.

Signatures

Client

Legal name	<input type="text"/>	ABN	<input type="text"/>
Authorised signatory	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		

Consultant

Legal name: Business Growth Strategies Pty Ltd

ABN	<input type="text"/>		
Authorised signatory	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		