

Computer Consulting Fee Agreement Between John Atkinson and You

Where they appear below, “I” and “me” refer to John Atkinson, information technology consultant and website developer. “You” refers to you, the client.

1. I charge \$75 per hour for time I expend on your behalf. This time might be expended performing tasks, taking phone calls and emails, shopping for equipment, etc.
2. I charge \$30 per trip when I travel on your behalf. This includes trips to meet with you, to work on your equipment, to shop for items for you, etc.
3. Sometimes, tasks you engage me to do require the purchase of hardware, software, or other outside services. I do not buy and resell these things. I do not sell anything but my time. When a task involves buying something, you agree to buy it yourself and make it available to me, in order to perform the task. For example, if you want a new printer, usually you will buy it, and when it arrives, I'll install it. If you want my assistance in the shopping process, I will help you, either in person, or via remote control of your computer while you're buying an item online. If you'd rather I just buy the item myself to save you the time and trouble, I can generally do that, using your credit card information to pay for the item. (This works well for online purchases.) Sometimes, items have to be purchased at local stores. I can accompany you to the store and advise you on your purchase, or I can go shopping on your behalf. If I shop for you, I'll bill you for the actual price of the item that I incurred, on your next invoice. I'll also bill you for the time I spend shopping with you, shopping for you, or assisting you with shopping online. If shopping on your behalf involves physical travel, I may bill you for trip charges.
4. If something comes up during an engagement that seems not to be covered by the three points above, we'll come to an agreement together before moving forward. If you have a question about whether you'll be billed for a particular piece of time, you will raise the issue with me as soon as you become aware of the issue. I promise to do the same.
5. I will invoice you periodically by emailing my invoice to you as a PDF file. You agree to pay the invoice within 15 days.
6. If you fail to pay within 30 days, you agree to incur a late fee equal to 10% of the unpaid balance on your account. For payments outstanding more than 30 days, a 10% late fee applies to the unpaid balance on each subsequent 30-day anniversary of the invoice date. I will not accept new engagements for service when any payment is outstanding more than 30 days.
7. If you know you'll be unable to pay an invoice on time, you agree to communicate with me directly about this as soon as you become aware of it. Failure to communicate with me directly when payments are outstanding may result in my filing a claim in Small Claims Court. Let's just stay in communication. It's easier for both of us.

John Atkinson

Your name, printed, and Signature

Date

Date