

SAMPLE BUSINESS ACCELERATOR ENGAGEMENT 1

IT Training Software (Client)

John Doe, CEO
john@ITTS.com
248-555-1234

Background:

IT Training Software (ITTS) is a web-based training software designed to deliver professional development to information technology professionals.

Project Deliverables:

ABC Ventures (Provider) will work with Client to create the following project deliverables:

- The development of specific marketing strategies and associated action plans that:
 1. Further differentiate ITTS in the online training market and
 2. Generate a steady stream of new prospects (leads)
- The development of specific sales strategies and associated action plans that
 1. Shorten the sales cycle
 2. Lead to higher close rates, and most importantly
 3. Lead to improved penetration of past and current customers
- Final Report that summarizes the research strategies, tactics, action plans, and other longer-term recommendations for ITTS's sustained growth.

Budget:

The Participating Accelerator commits to a capped amount of \$10,000 for Project deliverables. Client shall submit a letter of acceptance when all deliverables are satisfactorily achieved. Provider shall provide **the Participating Accelerator** and Client with a minimum monthly progress report that Client will accept and confirm as accurate.

Term:

The proposed deliverables shall be completed by March 30, 2012. Any deliverables not completed by this date will be the responsibility of the Client to complete at Client's expense and Client will not be eligible for further Business Accelerator services until the deliverables are completed.

Client Obligations:

The Client agrees to the following:

- Hold Harmless the **Participating Accelerator** from any advice which may not prove beneficial in a material way.

- Sign off on a press release if the **Participating Accelerator** wishes to publicize particular achievement(s) of Company.
- Write letters of recommendation or support of the **Participating Accelerator** and/or providers assuming satisfactory performance.

The Michigan Small Business and Technology Development Center (MI-SBTDC) through its grant agreement with the Michigan Strategic Fund provides funding to the **Participating Accelerator** in support of the services provided under this Proposal. Notwithstanding the budget figure indicated above, the Client has no obligation to repay any funds advanced by the **Participating Accelerator**; however, if the Client moves out of the State of Michigan within one year of receiving services from the **Participating Accelerator** then Client will repay the **Participating Accelerator** for actual services provided.

Client acknowledges and agrees to the following:

- Client's principal place of business is located in the State of Michigan;
- The engagement is non-exclusive, and **Participating Accelerator** is free to provide similar services to other clients, and Client is free to obtain similar services from another provider;
- The MI-SBTDC may audit the services provided to Client, any agreement regarding confidentiality notwithstanding;
- If any representation by the Client is found to be untrue, Client shall reimburse the **Participating Accelerator** 100% of all funds dispersed on Clients behalf immediately; and
- Client has been informed of the **Participating Accelerator's** conflict of interest policies (attached hereto as Attachment A).

Agreed _____, 2011

IT Training Services, LLC. (Client)
John Doe, CEO

Bob Jones
Participating Accelerator
Director, Business Accelerator

ABC Ventures (Provider)
Mary Smith

SAMPLE BUSINESS ACCELERATOR ENGAGEMENT 2

Back to the Future (BTTF), LLC (Client)

Martin McFly, CEO

marty@mjfox.com

248-555-1234

Background:

Client is engaged in the development of a novel invention for time travel. The current opportunity centers on the use of time travel methods by financial managers in order to offer higher value risk management services to their clients.

Project Deliverables:

Impossible Patent Services, Inc. (Provider) will work with BTTF, LLC. to create the following Project Deliverables:

- Write and file non-provisional patent application for time travel for applications in financial management.

Budget:

The **Participating Accelerator** commits to a capped amount of \$4,500 for Project deliverables. Client shall submit a letter of acceptance when all deliverables are satisfactorily achieved. Provider shall provide the **Participating Accelerator** and Client with a minimum monthly progress report that Client will accept and confirm as accurate.

Term:

The proposed deliverables shall be completed by March 30, 2012. Any deliverables not completed by this date will be the responsibility of the Client to complete at Client's expense and Client will not be eligible for further Business Accelerator services until the deliverables are completed.

Client Obligations:

The Client agrees to the following:

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- Sign off on a press release if the **Participating Accelerator** wishes to publicize particular achievement(s) of Company.
- Write letters of recommendation or support of the **Participating Accelerator** and/or providers assuming satisfactory performance.

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- The MI-SBTDC may audit the services provided to Client, any agreement regarding confidentiality notwithstanding;
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- Client has been informed of the **Participating Accelerator's** conflict of interest policies (attached hereto as Attachment A).

Agreed _____, 2012

Back to the Future, LLC. (Client)
Martin McFly

John Doe
Participating Accelerator
Director, Business Accelerator

Impossible Patent Services, Inc. (Provider)
Christopher Lloyd

SAMPLE BUSINESS ACCELERATOR ENGAGEMENT 3

ABC Medical Innovations LLC

George Washington
washington@abcmed.com
616-555-1234

Background:

ABC Medical Devices has designed a unique IV fluid pump.

Project Deliverables:

Overview – XYZ Tool and Die Inc. (Provider) will provide preliminary analysis of manufacturability, design improvement recommendations, and a single cavity mold capable of creating components per attached drawings and specifications for ABC Medical Innovations LLC.

Scope of Work

- XYZ will perform a preliminary mold flow and fill analysis using Autodesk® Moldflow® injection molding simulation software or equivalent based on CAD file and accompanying specifications submitted by ABC.
- XYZ will recommend, if deemed necessary based on analysis and experience, any design changes to ensure manufacturability and part quality requirements.
- Any changes recommended by XYZ to the original design will be approved in writing by ABC before work on hard tooling commences.
- XYZ will design and build a single cavity injection mold capable of generation of a minimum of 5,000 glass filled polypropylene parts.
- XYZ will work with specified molder through initial tryout and perform any modifications to the mold needed to satisfy requirements.
- Any requirement changes shall be agreed to in writing by XYZ and ABC.
- Any design changes requested by ABC after initial submission of CAD files and specifications are beyond the scope of this agreement.

Desired Results – Completed mold with capability demonstrated by test run to create parts meeting all agreed to specifications.

Budget:

- Total payment for the contract will be \$12,000.
- 1/3 payable upon completion and acceptance of the computer simulation
- 1/3 payable upon completion of mold.
- 1/3 payable upon successful completion of try out.
- Payments shall be made within 30 days of invoice

Provider shall provide **the Participating Accelerator** and Client with a minimum monthly progress report that Client will accept and confirm as accurate.

Term:

The proposed deliverables shall be completed by March 30, 2012. Any deliverables not completed by this date will be the responsibility of the Client to complete at Client's expense and Client will not be eligible for further Business Accelerator services until the deliverables are completed.

Client Obligations:

The Client agrees to the following:

- Hold Harmless the Participating Accelerator from any advice which may not prove beneficial in a material way.
- Sign off on a press release if the Participating Accelerator wishes to publicize particular achievement(s) of Company.
- Write letters of recommendation or support of the Participating Accelerator and/or providers assuming satisfactory performance.

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- If any representation by the Client is found to be untrue, Client shall reimburse the Participating Accelerator 100% of all funds dispersed on Clients behalf immediately; and
- Client has been informed of the Participating Accelerator's conflict of interest policies (attached hereto as Attachment A).

Agreed _____, 2012

ABC Medical Devices, LLC. (Client)
George Washington, CEO

Bob Jones
Participating Accelerator
Director, Business Accelerator

XYZ Tool & Die (Provider)
Thomas Jefferson

SAMPLE BUSINESS ACCELERATOR ENGAGEMENT 4

Re-tired Recycling, Inc.

Bob Jones
810-555-5555
bobjones@re-tiredrecycling.com

Background:

Re-tired Recycling, Inc. is developing a reactor that converts used tires to a high quality rubber powder that can be used in industrial and consumer products.

Project Services:

Elastomer expert Dr. Smith (Provider,) will work with Re-tired Recycling to provide the following services and related deliverables:

- Review the technical aspects of Re-tired Recycling's reactor by reading through a detailed design document Re-tired Recycling has compiled, addressing the questions it raises, and completing a written report for Re-tired Recycling. This will involve suggesting revisions to the current design of the system in an effort to maximize size consistency of the rubber powder product and minimize the chance of system failure.
- Assist Re-tired Recycling in the formulation and design of chemical additives necessary for long-term stability of the reactors and consistency of end product.
- Refine Re-tired Recycling proposed product testing protocol to prepare for third party certification including the National Sanitation Foundation.

Budget:

The Participating Accelerator commits to a capped amount of \$6,000 (not to exceed \$125 per billable hour) for Project deliverables. Client shall submit a letter of acceptance when all deliverables are satisfactorily achieved. Consultant shall provide Participating Accelerator with a minimum monthly progress report that Client will accept and confirm as accurate.

Term:

The proposed deliverables shall be completed by October 31, 2012. Any deliverables not completed by this date will be the responsibility of the Client to complete at Client's expense and Client will not be eligible for further Business Accelerator services until the deliverables are completed.

Client Obligations:

The Client agrees to the following:

- Hold Harmless the **Participating Accelerator** from any advice which may not prove beneficial in a material way.
- Sign off on a press release if the **Participating Accelerator** wishes to publicize particular achievement(s) of Company.
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- Client has been informed of the **Participating Accelerator's** conflict of interest policies (attached hereto as Attachment A).

Agreed _____, 2012

Re-Tired Recycling, Inc. (Client)
Bob Jones, CEO

John Doe
Participating Accelerator
Director, Business Accelerator

Dr. Mary Smith (Provider)