

\_\_\_\_\_, 2015

(Recipient Name and Address)

*We are pleased that you have decided to engage Navigating Baltimore Schools, (NBS) to work with you. AT NBS our goal is to provide you with quality consulting services about the application and admission process to preschools, elementary, middle and high schools in the greater Baltimore metropolitan region.*

*Although NBS's will do its best to serve you effectively, it is unable to guarantee success, nor guarantee that any particular result will be attained.*

*This letter of agreement describes the services Navigating Baltimore Schools will provide. Because this letter defines our working relationship and establishes a contractual agreement, please read it carefully.*

Please select the NBS Options you wish to purchase. It is possible to add additional options at a later date.

**NBS #1:** We will assist you in defining your educational objectives, developing a potential list of institutions, and reviewing the application and financial assistance process.

**NBS #2:** We will discuss school visits including what questions to ask and what to look for while you are there, the parent and student interviews, student testing, and personal essays. Included in **NBS #2** is the **NBS template** which will provide you with a form to organize and compare the information collected.

**NBS #3:** We will define additional services you wish NBA to undertake on your behalf.

## **FEE Schedule**

- **NBS #1:** A fee of \$50 will be charged for an initial consultation of 60 minutes.
- **NBS #2:** A fee of \$80 will be charged for an initial consultation of 90 minutes. Follow up meetings will be charged at a fee of \$50 per hour.
- **NBS #3:** A fee of \$100 will be charged for the initial consultation specifying the services to be performed by NBS in addition to **NBS #1 and NB #2**. A fee schedule will then be developed based on the work requested.

On occasion and by specific written agreement, a fee schedule other than specified in this letter, may be utilized. Any changes to the services or fee schedule must be agreed to in writing before *NBS* will begin to work. Payment is required before or at the time of the initial meeting. Fees for any follow up meetings require a deposit of \$25 with the remainder due at the time of the meeting.

*NBS* will treat all aspects of its relationship with you as confidential, and will gladly provide or sign an acceptable non-disclosure agreement if desired. We may provide consulting services to other persons and entities other than you.