

AGREEMENT FOR
DRAFTING SERVICES
(Express Plan Basic Package)

_____ “the client” hereby acknowledges that that he/she has agreed to pay **NETBEAT ENTERPRISES INC.** “the service provider” **\$399.99 USD** for the services of drafting **BASIC PACKAGE** for _____ (person, business), located at _____ (address).

Upon signing this agreement, the client agrees to these terms:

- (a) The statements, findings, conclusion, recommendations and other technical data in this report are solely those of the CLIENT and do not necessarily reflect the views of the service provider.
- (b) A Non-Disclosure Order is in affect with this agreement. The cost of services provided as well as service provider’s contact information and that of third parties provided by the service provider, other than that which has been established as published material are private and may not to be passed on to any other individual or entity without prior written permission from service provider.

I, _____ agree to pay _____ for the service of drafting **BASIC PACKAGE** (documents) for _____ on _____ (Date).

THE CLIENT

DATE

Title of Project (Identifier) **Required to track project**

Client’s Name _____
Client’s Email Address _____
Client’s Phone _____

Please fill this out and Fax to:
(425) 491-6856
Or Email to:
info@mybusinessplan.cjb.net

Worksheet One

Fill Out completely. Write "N/A" on non-applicable lines. If you need more sheets to track or project a monthly frequency for a total of five years just reprint this worksheet and fill in accordingly.

Cash Flow & Balance Sheet		Frequency (Monthly, Yearly)	Frequency (Monthly, Yearly)	Frequency (Monthly, Yearly)
CASH ON HAND				
Total Income Sales or Service Item No. 1				
Total Income Sales or Service Item No. 2				
Total Income Sales or Service Item No. 3				
Total Income Sales or Service Item No. 4				
Collateral from credit accounts Or other Equity				
Loan or other cash				
CASH PAID OUT (Real or Projected)				
No.1	Inventory (Purchases)			
No.2	Gross wages			
No.3	Payroll expenses			
No.4	Facility Hardware			
No.5	Renovations			
No.6	Office supplies			
No.7	Supplies			
No.8	Advertising			
No.9	Car, delivery & travel			
No.10	Accounting & legal			
No.11	Professional fees			
No.12	Lease			
No.13	Telephone/DSL			
No.14	Insurance			
No.15	Utilities			
No.16	License & fees			
No.17	Show viewings			
No.18	Interest expense			
No.19	Security			
No.20	Web Hosting Fees			
	Capital purchases			
	Leased equipment			
	Loan principal payment			
	Owner's withdrawal			

Please fill this out and Fax to:

(425) 491-6856

Or Email to:

info@mybusinessplan.cjb.net

Worksheet Two

Fill Out completely. Leave blank on non-applicable lines. If you need more sheets to track more start cost options just reprint this worksheet and fill in accordingly.

Start Up Cost

Building Expenses
Building Expenses
Building Expenses
Building Expenses
Building Expenses
Building Expenses

(i.e. mortgage, lease, renovations, Range 1-3 months prior to opening)

Professional Fees
Professional Fees
Professional Fees
Professional Fees
Professional Fees
Professional Fees
Professional Fees

(i.e. lawyers fees, accounting fees, IT contractor)

Payroll Expenses
Payroll Expenses

Hardware
Hardware
Hardware
Hardware
Hardware

(i.e. workstations, servers, espresso machines, laundry machines.)

Inventory No.1
Inventory No.2
Inventory No.3

(i.e. batteries, canned foods, hair care products)

Marketing Fees
Surplus

**These are only the initial Start up cost*

Please fill this out and Fax to:

(425) 491-6856

Or Email to:

info@mybusinessplan.cjb.net

Worksheet Three - 1

Fill Out completely. Leave blank on non-applicable lines. If you need more sheets to track more fixed operating expenses just reprint this worksheet and fill in accordingly.

Operating Cost	
Clarke's Auto Repair Facility, Inc.	
<u>Working Capital Calculations</u>	
<u>First Year -</u>	
Total Persons Working	
Total Hours per day, per Person	
Total Days per week, per person	
Per Hour Payroll	
Total Per week Payout	
Total Per Month Payout	
12 Months payout	
<u>Second Year -</u>	
Total Persons Working	
Total Hours per day, per Person	
Total Days per week, per person	
Per Hour Payroll	
Total Per week Payout	
Total Per Month Payout	
12 Months payout	
<u>Third Year -</u>	
Total Persons Working	
Total Hours per day, per Person	
Total Days per week, per person	
Per Hour Payroll	
Total Per week Payout	
Total Per Month Payout	
12 Months payout	

Please fill this out and Fax to:
(425) 491-6856
 Or Email to:
info@mybusinessplan.cjb.net

Worksheet Three - 2

Fill Out completely. Leave blank on non-applicable lines. If you need more sheets to track more fixed operating expenses just reprint this worksheet and fill in accordingly.

<u>Utilities and Insurance</u>		<u>Other</u>	
<u>Monthly Expenses</u>		<u>Monthly Expenses</u>	
<u>First Year</u>		<u>First Year</u>	
Phone & Internet			
Lease (Utilities Included)			
Insurance: Liability			
Monthly Total		Monthly Total	
Yearly Total		Yearly Total	
<u>Second Year</u>		<u>Second Year</u>	
Phone & Internet			
Lease (Utilities Included)			
Insurance: Liability			
Monthly Total		Monthly Total	
Yearly Total		Yearly Total	
<u>Third Year</u>		<u>Second Year</u>	
Phone & Internet			
Lease (Utilities Included)			
Insurance: Liability			
Monthly Total		Monthly Total	
Yearly Total		Yearly Total	

Please fill this out and Fax to:
(425) 491-6856
 Or Email to:
info@mybusinessplan.cjb.net