

AGREEMENT FOR  
DRAFTING SERVICES  
(Express Plan Standard Package)

\_\_\_\_\_ “*the client*” hereby acknowledges that that he/she has agreed to pay **NETBEAT ENTERPRISES INC.** “*the service provider*” **\$499.99 USD** for the services of drafting **STANDARD 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 **STANDARD 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](mailto: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.

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

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## 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*

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**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.

<b>Operating Cost</b>	
Clarke's Auto Repair Facility, Inc.	
<b><u>Working Capital Calculations</u></b>	
<b><u>First Year -</u></b>	
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	
<b><u>Second Year -</u></b>	
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	
<b><u>Third Year -</u></b>	
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	

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**Worksheet Three - 2**

Fill Out completely. Leave blank on non-applicable lines. If you need more sheets to track more fixed operating expenses up to maximum of three (3) just reprint this worksheet and fill in accordingly.

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

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**Worksheet Four**

Fill Out completely. Leave blank on non-applicable lines. If you need more sheets to track Gross Income up to maximum of five (5) just reprint this worksheet and fill in accordingly.

<b>Tracked Item or Service No. 1</b>		<b>Tracked Item or Service No. 2</b>	
Cost per Unit/Service		Cost per Unit/Service	
Average Sales/Service Hours Per Week		Average Sales/Service Hours Per Week	
Average Weekly Income (Gross) (5 day week)		Average Weekly Income (Gross) (5 day week)	
<b>Average Monthly Income (Gross) (4 weeks)</b>		<b>Average Monthly Income (Gross) (4 weeks)</b>	

Itemized Income Calculations (Gross Tracking)

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Tracked Item or Service No. 3		Tracked Item or Service No. 4	
Cost per Unit/Service		Cost per Unit/Service	
Average Sales/Service Hours Per Week		Average Sales/Service Hours Per Week	
Average Weekly Income (Gross) (5 day week)		Average Weekly Income (Gross) (5 day week)	
<b>Average Monthly Income (Gross) (4 weeks)</b>		<b>Average Monthly Income (Gross) (4 weeks)</b>	