

# Ad-Hoc Consulting Services

## Terms, Conditions and Additional Offer Details

### Terms and Conditions

Please read these Terms and Conditions carefully prior to purchasing an Ad-Hoc Consulting package (also referred to as "Consulting", "Offer", or "Offer Package"). **By completing your purchase of an Ad-hoc Consulting package, you agree to these Terms and Conditions.**

### Supported Consulting Services

DesignMind Consulting Services supported by this Offer include:

- Data Warehouse Development / Data Warehouse Architecture
- DAX Optimization
- Performance Optimization
- Power BI Consulting
- System Design and Architecture

For services not listed, please contact us directly prior to the purchase of an Offer Package.

### Current DesignMind Clients

For current DesignMind clients, these Terms and Conditions do not constitute a modification of any superseding agreements currently in place.

### Pricing

Our Ad-hoc Consulting can be purchased using the following durations depending on your needs. Offer Packages must be purchased in advance and are non-refundable.

- 1 hour: \$400 (can be purchased in 1-hour increments up to 9 hours)
- 10 hours: \$3,500 (\$350/hr)
- 20 hours: \$6,000 (\$300/hr)
- 40 hours: \$10,000(\$250/hr)

### Expiration

Offer Package hours expire 6 months from the date of purchase ("Expiration Date"). Any hours remaining after the Expiration Date will be forfeited.

### Time Logging and Minimums

Because our Consultants are all on full-time projects, we enforce time minimums for work performed on Offer Packages which are outlined below:

- For phone calls/web meetings, we spend no less than **1 hour**.
- For offline assistance (emails), no less than **30 minutes**.
- For everything else (hands on work, research, analysis, testing, etc.), we charge in **30-minute** increments.
- **Note:** It's recommended that any smaller requests/inquiries be grouped (if possible) as opposed to being sent individually.

## Additional Offer Details

### Confidentiality

For any work involving information deemed as a trade secret or confidential in nature, a Mutual Non-Disclosure Agreement (MNDA) will be executed prior to the start of any work being performed by DesignMind.

### Scheduling

To schedule time with one of our Consultants, please email Mark Daugherty directly at [mdaugherty@designmind.com](mailto:mdaugherty@designmind.com). In order for us to assign a resource more quickly, please include in your email a summary of what you're requiring help with.

Alternatively, you may schedule a 15-minute assessment meeting (non-billable) with Mark Daugherty [here](#). After your DesignMind Consultant has been assigned and an introduction made, you may coordinate directly with them. **Please allow us up to 24 hours to assign one of our Consultants to your request.**

### Activity Reporting

All our activity is tracked and logged against hours remaining in your purchased Offer Package. Information captured will include the date of activity, a description of what was performed, who performed the work, and the amount of time logged.

For weeks that activity was logged you will receive a Weekly Activity Summary, which is sent on Monday of the following week that work was performed. You will not receive any reporting from us during periods of inactivity.

### Assumptions

- All work will be performed remotely.
- No system access will be needed to perform Consulting activities related to Offer. If system access will be required, any setup time will be billed against the Offer Package hours.
- Work can be performed via Web Meeting (Teams, Zoom, GoToMeeting, etc.).

Last updated on 3/14/2022.