



Jeff Konrade-Helm, MPA
Disability Advocate

General Services Agreement

This Agreement is entered into by and between _____ of
name
_____ (hereinafter the "Client")
address
and IDEA Services, LLC, 9017 Grove St.; Westminster, CO 80031-3362 (hereinafter
the "Advocate") for the performance of disability related and/or special education
advocacy services in connection with the needs and services for the Client's
family member, _____.

Fees

1. Advocacy services performed by the Advocate for the Client shall be charged at the rate of \$60 per hour. The Advocate shall charge for travel time one-way only within the Denver metro area. There is no separate mileage charge. Trips outside of the Denver metro area are charged at a separate, previously agreed upon fixed amount. When a client requests or agrees to the recommendation of having two or more Advocates attend meetings, the hourly rate shall be \$75 per hour and may include a separate trip charge. IDEA Services will provide the Client with a detailed billing for said services each month.

Retainer

2. A retainer payment is required for all clients unless a specific exception and arrangements have otherwise been made. Exceptions are made for services expected to be one-time only, such as IEP document reviews and recommendations, one-time IEP meetings where it is not expected to require follow up, etc.

Individual Disability and Education Advocacy Services, LLC
9017 Grove Street | Westminster, CO 80031-3362
720-275-0053 | 720-379-3977_fax
jeff@SpEd-HELP.com | www.SpEd-HELP.com

Client Initials: _____



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The Advocate will receive the amount of \$ 300 as a retainer payment on account in this matter. Based on this payment the Advocate agrees to provide disability/special education advocacy services in connection with this Agreement. The payment shall be applied against the actual services performed for the Client and for the costs and expenses incurred by the Advocate.

3. If a retainer has not been paid, all fees for services performed are due at the time of service unless other arrangements have been made and agreed upon in writing.

Billing

4. The Advocate bills for services on the 1st and 15th of each month for charges exceeding payments on account. All invoices shall be due and payable within (15) days of receipt unless otherwise agreed in writing. In lieu of other specific instruction, invoices shall be submitted electronically via email. At the discretion of the Advocate, delinquent accounts may require another retainer before further services will be performed. Services performed and listed on an invoice as "discounted" or otherwise provided at no charge may be billed at the Advocate's customary rate for accounts more than 60 days delinquent.

Charges

5. The hourly time charges include but are not limited to: review of files, telephone calls, emails, meetings with Client or school personnel, meetings with other persons such as independent consultants or evaluators, travel, attendance at meetings, preparation for meetings and conferences, research, drafting or review of documents and correspondence. Other charges may apply including those incurred due to returned checks and late payment.

Upon request, the Advocate will provide the Client with an estimate of time required to perform specific tasks and is willing to work within mutually agreed upon specified limits.

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6. The Client agrees to pay the Advocate for any out-of-pocket disbursements incurred in connection with this matter, including but not limited to parking, tolls, copying of documents, usual postage/shipping charges. The Advocate agrees to obtain the client's approval before incurring any out-of-pocket expenses in excess of \$25.00, except in an emergency.

Scope of Work

7. The Client gives the Advocate full authority to represent the interests of the Client in connection with the services to be provided by the Advocate to do all things necessary to advance the Client's interests. The Advocate shall determine the manner in which the services are to be performed and the specific hours to be worked by the Advocate. The Advocate agrees to perform the services and work the number of hours reasonably necessary, in the Advocate's sole discretion, to fulfill the Advocates' obligations under this Agreement. The Advocate and the Client agree that no results have been guaranteed by the Advocate to the Client and that this agreement is not based upon such promises or anticipated results. The Client understands and agrees that the Advocate is not an attorney and cannot provide legal advice, counseling or services.

8. The Client agrees to cooperate with the Advocate as required and reasonably necessary for the performance by the Advocate of the services to be rendered pursuant to this agreement. Such cooperation shall include, without limitation, keeping the Advocate fully informed of any and all occurrences or developments that might affect the Advocate that would so affect the progress or outcome of the matters under this Agreement.



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9. The Advocate agrees to keep the client fully informed of any and all developments or occurrences that may affect the progress or outcomes of the case. The Advocate agrees to provide the client with copies for any pertinent correspondence, documents, and other applicable materials. It is agreed and understood that no agreement shall be entered into the by the Advocate on behalf of the client without the consent of the Client.

Termination

10. This agreement shall terminate automatically upon completion by the Advocate of the service required by this Agreement. In addition, either party may terminate the Agreement by giving written notice. While the Advocate requires no advance notice of termination by the Client, the Advocate shall give seven (7) days notice in advance of termination.

11. In the event that, upon completion of this matter or the termination of the Advocate's services, the total cost of the services performed by the Advocate shall be less that the amount of any payments on account made by the Client, the Advocate shall refund the balance to the Client within fifteen (15) days. The Client agrees to pay any unpaid bills upon the completion of this matter or termination of this Agreement within fifteen (15) days. The Client agrees to pay any and all costs that result from the Advocate's enforcement of the payment obligations under this Agreement.



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12. The Advocate and Client understand that modifications to this Agreement must be in writing. Written notice of such modifications may be in the form of email, fax or other written correspondence but will not construe agreement until the other Party receives written acknowledgement.

Client Signature _____ Date _____

Print Name _____

Other/Financially Responsible Party: *(for adult clients only)*

Signature _____ Date _____

Print Name _____

Advocate Signature _____ Date _____

Jeff Konrade-Helm, president
IDEA Services, LLC