

## Project Management Services Agreement

This Project Management Services Agreement ("Agreement") is entered into as of the date of booking by and between **Ian Holland**, a 17+ year continuously-credentialed Project Management Professional (PMP®), hereinafter referred to as the "Service Provider," and the individual or entity booking services, hereinafter referred to as the "Client."

**1. Scope of Services** The Service Provider agrees to provide **remote project management services** at the rate of **\$124.95 CAD per hour**. The Service Provider will act as a **Project Management Expert**, focusing on the management and execution of the project. The Service Provider will not perform tasks outside the scope of project management, such as coding, bookkeeping, or scientific evaluations.

The Client will provide a project team consisting of their own staff, primarily subject matter experts responsible for delivering the scoped output of the project. The Client will designate one staff member as the **Project Control Officer (PCO)**, who will act as the primary on-site point of contact for the Service Provider. The PCO will relay instructions and queries between the Service Provider and the project team and must maintain a professional and confident demeanor throughout the project.

### **2. Booking and Payment Terms a. Booking Process:**

- Clients will self-book project management sessions using a shared calendar. Each Client will only have access to their own booking details.
- Reservations must be made at least **168 hours prior to the intended start of the management sessions**.

### **3. Deposit:**

- A **deposit of at least 20% of the total estimated cost** of the engagement is required at the time of booking in order to secure the timeslot(s).

### **4. Payment Schedule:**

- The next payment is due **7 days prior to the exhaustion of the deposit's coverage of services rendered**, covering the difference between the total charges expected to have been incurred 7 days later, and the deposit amount.
- Payments will then be calculated and due every **7 days**, based on the total charges expected to be incurred during the next 7-day period.

### **5. Cancellation Policy a. Cancellation by Client:**

- Cancellations may be made earlier than **7 days before the start of the project management sessions** without penalty.
- For sessions scheduled to start in more than 7 days, the Client may cancel that day's and subsequent reservations.

**b. Refunds:**

- Deposits for canceled sessions will be refunded in accordance with the cancellation policy outlined above.

c. **Termination** Either party may terminate this Agreement with written notice, subject to the cancellation policy and payment obligations outlined herein.

d. **Governing Law** This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the Client resides, provided it is within Canada, the USA, Mexico, Great Britain, Western Europe, Central America, South America, Australia, New Zealand, South Africa or Hong Kong.

e. **Entire Agreement** This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings, whether written or oral.

f. **Amendments** Any amendments to this Agreement must be made in writing and signed by both parties.

g. **Severability** If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

h. **Acceptance** By booking services and paying the required deposit, the Client agrees to the terms and conditions outlined in this Agreement.

**Signed Agreed and Dated:**

**Service Provider:** Ian Holland , PMP®

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**Client:**

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