



Hatch a Plan Meeting Agreement

Terms of Understanding

Please schedule a week or two out for larger projects and a few days out for smaller projects as there will be a questionnaire and prep work to be completed.

I understand that a Hatch a Plan Meeting with Owl10 Creative Services is a 60-90 minute session in which we discuss your project ideas and goals, plan out the steps for your project's completion, and make sure that our business is a good fit for what you want to do.

I understand that my \$100 payment for new clients and \$TBD according to the pricing scale for returning clients payment to Owl10 Creative Services for my Hatch a Plan Meeting is nonrefundable.

I understand my payment to Owl10 Creative Services will be made through the invoice I will receive after my appointment has been confirmed. If I do not pay my invoice within 2 days of receiving it, my appointment will be cancelled and I will have to reschedule.

I understand that should I need to reschedule, I must notify Owl10 Creative Services at least 24 hours before my scheduled meeting and that rescheduled meetings are on an as-available basis.

I understand that if I do not show up for my meeting that it will be considered a no-show, the meeting will have to be rescheduled, and a \$40 no-show fee will be required in an additional invoice before my rescheduled meeting can take place.

I understand that if I am more than 15 minutes late for my scheduled meeting that it will be considered a no-show, the meeting will have to be rescheduled, and a \$40 no-show fee will be required in an additional invoice before my rescheduled meeting can take place.

I understand that I need to fill out the Hatch a Plan Questionnaire that I will receive through email after scheduling and the project prep materials that I will be sent. I will return these materials to Owl10 Creative Services at least 24 hours before my scheduled meeting.

I understand that if I do not fill out my prep materials before the meeting, my meeting will still take place at the designated time. However, the information that could have been obtained beforehand will have to be covered during the time of the Hatch a Plan Meeting, leaving less time to discuss other matters about my project.

Pledge of Commitment

I hereby pledge my commitment to:

- bringing myself to my Hatch a Plan Meeting with Owl10 Creative Services free from distractions
- arriving to my Hatch a Plan Meeting ready to work
- completing and returning all project prep materials and requests for information from Owl10 Creative Services to the best of my abilities at least 24 hours before my Hatch a Plan Meeting