

How To Write Exhibit A

(Please provide specifics: what are the deliverables; date/s of deliverables, what consultant expenses will be covered by invoices; and whether services are based on a flat rate or hourly rate.)

- A. *What is the service***
 - a. *Contracted amount for service***
- B. *How Invoiced / Consultant R***
 - a. *Hourly***
 - b. *Lump Sum***
- C. *How long / scope of service / time***
 - a. *Hours***
 - b. *Supplies***
 - c. *Frequency***
 - d. *Number of participants***