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Our Minimum Fee Schedule

PROFESSIONAL SERVICES PROVIDED	MINIMUM FEES REQUESTED
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Financial Management Services

<input type="checkbox"/> Initial needs assessment	\$1,750.00
<input type="checkbox"/> Establish financial management systems	\$3,750.00
<input type="checkbox"/> Installation of accounting software	\$1,250.00
<input type="checkbox"/> Set-up of accounting software	\$2,250.00
<input type="checkbox"/> Compilation services	\$4,000.00
<input type="checkbox"/> Accounting Procedures/Policies Manual	\$4,000.00
<input type="checkbox"/> Corporate and Partnership Returns	\$2,000.00
<input type="checkbox"/> Not-for-Profit, Estate and Fiduciary Returns	\$1,500.00

Management Consulting Services

<input type="checkbox"/> Financial or Management Consulting Services	\$1,250.00
<input type="checkbox"/> Business Plans or Financial Plans	\$4,000.00
<input type="checkbox"/> Cash Flow Management or Budgeting	\$4,000.00
<input type="checkbox"/> Non-Profit Formation/Governance/Compliance	\$3,500.00
<input type="checkbox"/> Loan Packaging	\$2,000.00
<input type="checkbox"/> Capital Acquisition [Retainer plus Fees]	\$4,000.00
<input type="checkbox"/> Organizational Review	\$3,250.00
<input type="checkbox"/> Profitability Consulting	\$4,000.00
<input type="checkbox"/> Financial Consulting	\$1,000.00

Development Consulting for New Businesses

<input type="checkbox"/> Consulting/Advisory/Training/Developmental	* Retainer
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We initiate contracts for all engagements detailing services, estimated fees and retainer arrangements.

...Your Company's Outside CFO

We provide consulting services at the following prevailing hourly rates based on the amount of time expended on providing the services:

\$250.00 for Principals,
\$175.00 for Managers,
\$125.00 for senior accountants,
\$95.00 for staff accountants, and
\$80.00 for bookkeepers

For Business Development projects and referrals from -

The Small Business Administration;
Agencies of The State of Maryland and District of Columbia;
Montgomery County Government;
Regional Small Business Development Centers;
Associated Financial Institutions;
Howard University Radio; and Radio One

- Special hourly rates apply, as follows:

\$200.00 for Principals,
\$155.00 for Managers,
\$105.00 for senior accountants,
\$75.00 for staff accountants, and
\$65.00 for bookkeepers

Where possible we provide estimates of the fees based on our experience in the time expended on similar engagements with entities of comparable size and operations.

Our proposals do not apply to any services outside of the scope of those identified. If you desire that we perform additional management consulting services, we will provide estimates of fees involved, where possible.



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Our management consulting services are provided on monthly retainer arrangement. Each client is allocated a minimum of 1 consulting hour monthly. Clients who retain 2 or more consulting hours monthly will realize discounted hourly retainer fees under our various Consulting Arrangements:

Business Consulting Arrangement – 1 to 1.75 Hours of Management Consulting Time
Monthly > 0% Discount on Hourly Rate

Operational Consulting Arrangement – 2 to 2.75 Hours of Management Consulting Time
Monthly > 5% Discount on Hourly Rate

Profitability Consulting Arrangement – 3 to 3.75 Hours of Management Consulting Time
Monthly > 10% Discount on Hourly Rate

Leadership Consulting Arrangement – 4 or more Hours of Management Consulting Time
Monthly > 15% Discount on Hourly Rate

Our billings are due and payable on receipt, and prompt remittances are appreciated. We bill for work-in-process on not less than a monthly basis. It is understood that our engagements are service agreements which can be terminated by either party giving 30 days advance notice.

We request a retainer to begin each engagement, the retainer amount generally represents one-third of the estimated fees. To begin an engagement we require the retainer amount along with the properly executed engagement contract.

Thank you for your interest in our firm.

donald carroll moragne

Donald Carroll Moragne
Managing Principal



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