

**J.D. Fox Exec
Business Systems Management**
1539 Sawtelle Blvd., Ste. 16
Los Angeles, CA 90025
(310) 479-1639
www.jdfoxexec.com



Business Systems Management Contract Appendix

Client: _____

Effective Date: _____

Applicability and Effective Date

This document serves only as an appendix to a Business Systems Management Contract between J.D. Fox Exec and the above-named Client, and expires upon termination of the related Contract, unless the Contract is renewed. This document takes effect on the date shown above, and supersedes any prior versions of this document for this Client.

Selection of Services

Administrative Parameters

Principal(s): _____

Additional information:

Fees and Term

Invoicing and Payments

Invoices

J.D. Fox Exec will send, and Client will accept, all invoices via the following methods.

Regular mail: _____

E-mail: _____

Payments

Client payments must be made in U.S. dollars only. Payments must be made from U.S.-based accounts by paper check or draft.

Additional Terms

Client will reimburse J.D. Fox Exec for reasonable fees incurred due to returned checks, or by using unauthorized payment methods.

Communication Methods

Formal written communications required under this Agreement shall be effected by regular mail to the following.

For Client: _____

For J.D. Fox Exec: J.D. Fox Exec
1539 Sawtelle Blvd., Ste. 16
Los Angeles, CA 90025

or PKI signed e-mail to the following:

For Client: _____
For J.D. Fox Exec: **businessadmin@jdfoxexec.com**

for Client:
MUST BE SIGNED BY A DESIGNATED
PRINCIPAL OF CLIENT'S ORGANIZATION

for J.D. Fox Exec:

Sign

Sign

Print Name

Print Name

Date

Date