

Mariner Consulting Services – Yearly Subscription Document Submission Policy

Effective Date: 11/2024

By purchasing our services, you agree to comply with the terms outlined in this Document Submission Policy.

To ensure smooth and timely service for all our clients, Mariner Consulting Services has put in place the following guidelines for document submissions under our yearly subscription plans. This policy helps us process your needs efficiently and prevent any last-minute delays.

1. Standard Document Submission Period

We ask that clients submit all necessary documents for processing within the first **nine months** of their yearly subscription period. Submitting documents during this time allows us to provide standard processing without any additional charges.

2. Rush Submission Fee

If documents are submitted within the final **90 days** of the subscription period, a **rush service fee** will apply. This fee accounts for the extra resources needed to handle last-minute processing. The rush fee includes a minimum of **two additional consulting hours**.

3. Early Subscription Renewal Option

For clients who find they need last-minute processing, we also offer the option to **renew your yearly subscription at the regular rate**, beginning a new term immediately. Choosing this option means that any remaining time on your current subscription will be forfeited, but it waives the rush fee and ensures we can start fresh with ample time for processing.

Summary of Options:

- **Standard Processing:** Submit documents within the first nine months (no additional fee).
- **Rush Processing:** Submit documents in the final 90 days, with an additional minimum fee of two consulting hours.
- **Renewal Option:** Start a new subscription at the regular rate, waiving the rush fee.

If you have any questions or need help with document preparation, please reach out to us—we're here to help!

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