

Speak Up For Education Consulting, LLC

Consulting Service Fee Agreement for Families

Tier 1: General Educational Consultation Services

Hourly Consultation Fee (Non-Meeting Services):

Rate: **\$30.00 per hour**, billed in 5-minute increments.

Each 5-minute increment: **\$2.50**

This tier applies to services such as:

- Text messages and email correspondence
- Phone consultations
- Research and review of educational documents
- Preparation of documents
- Providing resources and educational materials

Minutes	Fee	Minutes	Fee
0-5	\$2.50	31-35	\$17.50
6-10	\$5.00	36-40	\$20.00
11-15	\$7.50	41-45	\$22.50
16-20	\$10.00	46-50	\$25.00
21-25	\$12.50	51-55	\$27.50
26-30	\$15.00	56-60	\$30.00

After-Hours Rate (Tier 1):

Services provided outside of regular business hours (Monday–Friday, 7:00 AM – 3:30 PM CST), including evenings and weekends, may be billed at **1.5 times** the standard Tier 1 rates. This includes both non-meeting and meeting services.

The Client will be notified in advance if an off-hours rate applies.

Examples:

- A 30-minute meeting that would normally be billed at \$20.00 will be billed at **\$30.00** after hours.
- A 15-minute email and document review session (normally \$7.50) will be billed at **\$11.25** after hours.

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Hourly Consultation Meeting Fee:

Rate: **\$40.00 per hour**, billed in 15-minute increments.

Each 15-minute increment: **\$10.00**

Applicable for attendance at meetings including:

- IEP/504 Plan Initial Evaluations
- Annual Reviews and Revisions
- Reevaluation Meetings
- Functional Behavior Assessments (FBA) / Behavior Intervention Plans (BIP)
- Parent/Teacher/Administrator Meetings
- Transition Planning
- Disciplinary, Suspension, and Manifestation Determination Meetings

Minutes	Fee
0-15	\$10.00
16-30	\$20.00
31-45	\$30.00
46-60	\$40.00

After-Hours Rate (Tier 1):

Services provided outside of regular business hours (Monday–Friday, 7:00 AM – 3:30 PM CST), including evenings and weekends, may be billed at **1.5 times** the standard Tier 1 rates. This includes both non-meeting and meeting services.

The Client will be notified in advance if an off-hours rate applies.

Examples:

- A 30-minute meeting that would normally be billed at \$20.00 will be billed at **\$30.00** after hours.
- A 15-minute email and document review session (normally \$7.50) will be billed at **\$11.25** after hours.

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Tier 2: Advanced Educational Consultation Services

Hourly Consultation Fee (Non-Meeting Services):

Rate: **\$42.00 per hour**, billed in 5-minute increments.

Each 5-minute increment: **\$3.50**

This tier applies to services requiring a higher level of expertise and resources, such as:

- Formal complaints
- Mediation preparation
- Expulsion-related matters
- Advanced research and documentation
- Advanced phone consultations, text messages, and email correspondence
- Advanced research and review of educational documents
- Advanced preparation of documents

Minutes	Fee	Minutes	Fee
0-5	\$3.50	31-35	\$24.50
6-10	\$7.00	36-40	\$28.00
11-15	\$10.50	41-45	\$31.50
16-20	\$14.00	46-50	\$35.00
21-25	\$17.50	51-55	\$38.50
26-30	\$21.00	56-60	\$42.00

After-Hours Rate (Tier 2):

Services conducted outside of regular business hours (Monday–Friday, 7:00 AM – 3:30 PM CST) may be billed at **1.5 times** the standard Tier 2 rates. This applies to all advanced services, whether meeting-based or non-meeting.

Clients will receive notice before such rates are applied.

Examples:

- A 1-hour expulsion hearing (normally \$50.00) will be billed at **\$75.00** after hours.
- A 10-minute advanced consultation task (normally \$7.00) will be billed at **\$10.50** after hours.

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Hourly Consultation Meeting Fee:

Rate: **\$50.00 per hour**, billed in 15-minute increments.

Each 15-minute increment: **\$12.50**

Applicable for meetings involving:

- Mediation
- Expulsion Hearings
- Complaint Hearings and Resolutions

Minutes	Fee
0-15	\$12.50
16-30	\$25.00
31-45	\$37.50
46-60	\$50.00

After-Hours Rate (Tier 2):

Services conducted outside of regular business hours (Monday–Friday, 7:00 AM – 3:30 PM CST) may be billed at **1.5 times** the standard Tier 2 rates. This applies to all advanced services, whether meeting-based or non-meeting.

Clients will receive notice before such rates are applied.

Examples:

- A 1-hour expulsion hearing (normally \$50.00) will be billed at **\$75.00** after hours.
- A 10-minute advanced consultation task (normally \$7.00) will be billed at **\$10.50** after hours.

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Non-Billable Services

The following activities are considered part of the Consultant's standard administrative processes and **will not be billed to the Client**:

- Sending or receiving this Agreement or related service agreements
- Sending or receiving consent forms or releases of information
- Scheduling or rescheduling appointments
- Issuing and processing invoices
- Initial contact or inquiry about services (email, phone, or consultation up to 15 minutes solely for service explanation and intake)

These items are provided at no charge to facilitate clear communication, informed decision-making, and the smooth delivery of services.

Any services beyond these may be billed in accordance with the applicable fee tier.

Note: Invoices will be provided with detailed service logs.

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Billing and Payment Terms

Invoices will be issued on the last calendar day of each month for all services rendered during that month. Payment is due within fourteen (14) days of the invoice date.

Accepted methods of payment include:

- Venmo
- Cash
- Personal or Bank Check

Payments not received within 14 days of the invoice date may be subject to a late fee of \$25.00 or 1.5% of the total invoice amount, whichever is greater, unless prior arrangements have been made in writing. The Client is responsible for ensuring timely payment and notifying the Consultant of any issues that may delay payment. If an invoice remains unpaid for **more than 30 days**, services **may be suspended** until payment is received. The Client agrees to pay all reasonable costs of collection, including attorney's fees, in the event of non-payment.

Each distinct issue or matter addressed by the Consultant is treated as a separate service. If new concerns or topics arise after the initial service begins, they will be treated as new services and billed accordingly. These are not considered a continuation of prior services

Cancellation, Missed Appointments, and Rescheduling Policy

The Consultant values and reserves time specifically for each Client. To avoid scheduling conflicts and to maintain fairness to all clients, the following policy applies:

- The Client must provide **at least 24 hours' notice** to cancel or reschedule any scheduled meeting or consultation.
- Cancellations or rescheduling requests made with less than 24 hours' notice may be subject to a **cancellation fee of \$25.00** or the applicable portion of the scheduled fee, at the Consultant's discretion.
- Missed appointments with **no prior notice** ("no-shows") will be billed in full based on the time reserved.

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First-Time Forgiveness

The Consultant understands that emergencies or scheduling mishaps can occur. As a courtesy, **the first late cancellation or missed appointment will not incur a fee.** This exception applies only once per client or family.

The Consultant reserves the right to waive additional fees in cases of emergency or extenuating circumstances at their sole discretion.

All written notices should be emailed to speakup4education@gmail.com.

Pro Bono or Reduced Rate

At the sole discretion of the Consultant, services may be offered at a reduced rate or at no charge (pro bono) in certain circumstances. These determinations are made on a case-by-case basis and must be confirmed in writing prior to the initiation of services. Pro bono or reduced-fee services are limited in scope and duration, as defined in writing before services begin. These services do not establish ongoing availability or imply an entitlement to future free or discounted services.

All terms of this Agreement, including but not limited to limitations of liability, confidentiality, and disclaimers of outcome, apply fully to pro bono and reduced-fee services. The provision of such services does not imply any guarantee of results or increase the Consultant's obligations or liability in any way.