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Consultancy Agreement Overview

The document aims to define the scope, costs and benefits of my vinyl manufacturing consultancy services; to provide support for companies developing, building and/or expanding their record manufacturing business.

1. Initial discussion to define scope.

- Up to 2 hours – at a time that suits both parties, depending on time zones.
- This time is free of charge as will be our initial contact, noting that there will naturally be a limit to what proprietary information I can share prior to a consultancy contract being agreed.

2. The first step is to develop the proposal for the consultancy,

- Outline and agree a list of services and/or tasks based on an assessment of the client's needs.
- Estimate total number of hours or days required and/or agreed an inclusive package of support based on agreed set of objectives and goals (that is not limited by time, but is goal based)
- Quote pricing (see below)

3. Pricing (guideline only - to be agreed on a case-by-case basis)

- Quotes and payments will be in £GBP.
- Normally proposed are packages/contracts over a fixed period; typically, 6, 12 and 18 months, although this van be tailored according the specific circumstances and anticipated timeline.
- Standard packages range from £10,000 to £20,000 for between 6-18 months support, with different levels of service, response times and access.
- For existing businesses, already manufacturing records (who, for example are expanding), where only 'ad-hoc' support may be required; then a billable daily rate of £450 per day (onsite or offsite) would be applied.

If driving to a UK location, the travel charge is £0.65 per mile.

Travel, accommodation and any reasonable expenses such as food, for field visits/work will agreed in advance, are additional and charged at cost.

4. What consultancy can cover and include.

How and what you utilise your consultancy for is completely up to you, but will likely be guided by our mutual assessment of your needs based on what stage you are at in the development of your business and what expertise and experience you may already have on board.

The consultancy arrangement recognises the years of professional expertise and experience that I have in the record manufacturing industry, across all parts of the manufacturing chain with experience and expertise in the areas of engineering & design, electronics, electrical engineering, plumbing, steam, hydraulics, pneumatics, plastics and daily experience pressing records, managing and training operators and maintenance engineers, installing presses and building infrastructure.

I have also have built up a large network of tried and trusted suppliers and can lever industry contacts as well as network you with other clients to both benefit from their experience and potentially share and optimise supply chains and discover other mutual interests.

Specific examples of the types of areas I can support, advise and/or lead on for you include, but is not limited to:

- Factory layout, design and project management
- Installation and maintenance of presses and related equipment
- Technical assessment, calculation and insights
- Equipment recommendations & sourcing
- Contractor sourcing, tender developments, quote reviews
- Technical support to third party contractors
- Value proposition development and assessments
- Brokering supplier relationships
- Networking and levering industry relationships for specific goals
- Pre & Post installation operator training
- Advanced Pressing Process training (optimising the record making process)
- Pressing/Process issue root-causing and fixes
- Business development
- Skills assessment and advice on recruitment

This means I fully understand the challenges, the potential pitfalls, but also the opportunities in record manufacturing and have a continuous improvement mindset in terms of the constant review, assessment and development your record manufacturing business.

All this is brought to bear and is on offer to you through this consultancy, to ensure that I help you avoid costly mistakes, optimise your productivity and grow your business.