

Client Request for Consulting/Coaching Services

Juneau Economic Development Council (JEDC) provides confidential business consulting, coaching, and technical assistance by appointment through its Business Consulting Service. This service is provided at a low cost to business owners by JEDC staff and qualified professional subcontractors. Upon completing this **Client Request for Coaching/Consulting** form, you will be scheduled for a free, one-hour **Initial Consultation**.

After the initial consultation, there are two phases to JEDC’s Business Consulting Service. In **Phase 1**, client services are charged at a subsidized hourly rate of \$25.00/hour for up to twenty hours of consulting over a 60-day period. **Phase 2** begins after the initial 20 hours have been billed, provides up to 30 additional consulting hours at \$60.00/hour, and has a planned duration of six months. A deposit of the lesser amount of \$200.00 or 50% of projected fees is due prior to commencement of a consulting or coaching engagement.

To request business consulting services from JEDC, please complete this form. (Saving your content may require a more recent version of Acrobat Reader®.) To submit your completed form to JEDC, you may attach it to an e-mail message to bcj@jedc.org, or you may print your form and fax it to 907-463-3929.

Your Contact Information

Your First Name _____ MI Last Name _____

Co-Owner’s Name, if any _____

Company Name _____

E-Mail Address _____

Phone _____ Fax _____ Cell _____

Mailing Address (Street/POB, City/State/Zip) _____

Physical Address (Street & Zip) _____

Company Web Address _____

About Your Business

Date business operations started? _____

Do you have a business license?

Yes No

Do you have a written business plan?

Yes No In Progress

Total annual revenue for the past year? _____

How would you rate your personal credit?

Excellent Good Average

Poor Bankruptcy–Date: _____

Are you current with your business tax fillings and payments?

Yes No

Do you regularly review financial statements and budgets?

Yes No

How many employees (including yourself) does your business have now?

	<u>Full-Time</u>	<u>Part-Time</u>
Permanent:	_____	_____
Seasonal:	_____	_____

How many employees (including yourself) do you project in 2/5 years?

	<u>2 Years</u>		<u>5 Years</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
Permanent:	_____	_____	_____	_____
Seasonal:	_____	_____	_____	_____

Type of Business

- Retail
- Service
- Wholesale
- Construction
- Manufacture
- Other _____

Legal Entity

- Sole Proprietorship
- Partnership
- LLC
- S Corporation
- # of investors _____
- C Corporation
- # of investors _____
- Other _____
- Need help deciding

Your Industry

- | | |
|----------------|-------------|
| Tourism | Mining |
| Transportation | Fishing |
| Timber | Other _____ |

Have you previously sought or received consulting services from JEDC? Yes No

How did you learn of our business consulting services (who referred you)?

Please describe the nature of the service and/or counsel you are seeking:

I request business consulting services from JEDC. In consideration of JEDC's provision of consulting and/or technical assistance, I hereby waive all claims against JEDC, its personnel and subcontractors arising from its consulting and technical assistance services. I understand no work will be performed on my behalf until an approved Client Engagement Agreement is executed and a fee deposit is received.

Signature

Date

Demographic Questions (optional)	
<p>Your Age (choose one)</p> <p style="text-align: center;">21-30 31-40 41-50</p> <p style="text-align: center;">51-60 Over 60</p> <p>Your Gender (choose one)</p> <p style="text-align: center;">Male Female</p> <p>Education (highest attained) (choose one)</p> <p>Did not complete</p> <p>HS/GED</p> <p>High School</p> <p>Grad/GED</p> <p>Some College</p> <p>College Degree</p> <p>Some Grad School</p> <p>Graduate Degree</p>	<p>Background/Race (choose all that apply)</p> <p>American Indian/Alaska Native</p> <p>Asian/Pacific Islander</p> <p>Black</p> <p>White</p> <p>Other _____</p> <p>Background/Ethnicity (choose one)</p> <p>Hispanic Origin</p> <p>Not of Hispanic Origin</p> <p>Veteran Status (choose one)</p> <p>Veteran</p> <p>Disabled Veteran</p> <p>Not a Veteran</p>