



# Engagement Letter

www.TrainingInABox.net fax: 888-329-6229

September 3, 2015

Little Caesars Franchisee

We are pleased to confirm our understanding of the consulting services that Technology In A Box™, LLC is to provide you to you. The services provided by Technology In A Box, LLC may include any or all of the following:

- Technology In A Box QuickBooks Template, Little Caesars Transaction Importer, PDF Manual and Training Services
- QuickBooks Software Discounted (Depending on the market value for our diamond membership)

You are responsible for making all financial records and related information available to Technology In A Box, LLC and for the accuracy and completeness of that information. We may advise you about appropriate accounting principles and their application and may assist in the assembly of your accounting system, but the responsibility for the financial statements remains with you. Your responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are also responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Technology In A Box, LLC is not a CPA firm and does not perform CPA Services. Technology In A Box, LLC does not undertake to, and will not, provide any opinion or form of assurance on any financial statements in connection with these services and, accordingly, does not undertake to make inquiries or perform other procedures to verify, corroborate, or review information supplied by you. In addition, those financial statements may contain departures from generally accepted accounting principles or any other comprehensive basis of accounting. The financial reports contained within your QuickBooks or other software data file, which Technology In A Box, LLC may or may not materially modify as part of this engagement, are not intended for submission to third parties as audited books. Our engagement cannot be relied upon to disclose errors, fraud, and illegal acts, including fraud or defalcations that may exist.

## Fees

If you request that we perform additional services not contemplated by this engagement letter we will provide you a quote with the scope and estimated fee. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. If You engage Technology In A Box, LLC to perform services for an entity related to, commonly owned by, or controlled by You, the terms of this Engagement letter shall be binding upon that entity as well. Our fee structure is 125.00 per hour.

## Our Associates

You and any of your affiliates will not attempt to employ or contract our staff or any representative of Technology In A Box, LLC on either a part-time or full-time basis. If a member of our staff is hired or contracted by You or any of its affiliates, You agree to pay Technology In A Box, LLC 50% of the individual's current year's annualized compensation. This agreement shall remain in effect for one year after termination, by either party, of this engagement. This fee is due upon commencement of employment or contracted engagement.

## Warranties and Claims

Unless otherwise stated in writing, Technology In A Box, LLC makes no warranties, express or implied, including specifically, any warranty of merchantability or fitness for a particular purpose as to the products or services supplied under this agreement. Your sole remedy with respect to a breach of our obligations under this Agreement, will be limited to (i) the refund of any amounts already paid to us within the last six months, (ii) the repair or replacement of any products or services sold by us to you, or (iii) the correction of any materials prepared and delivered by us. The selection of remedies shall be in our sole and exclusive discretion. In no event shall we be liable under this Agreement to anyone other than you, or for any amount greater than (i) above. Technology In A Box, LLC does not provide any warranty on hardware or software sold or provided to you. The only warranty available on hardware or software is the written warranty provided by the manufacturer, if any.

DETROIT

Michigan Office  
8952 Northampton Dr  
Plymouth, MI 48170



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## Authorization

This agreement supersedes any previous understanding, written or implied, between Technology In A Box™, LLC and you, and may only be modified in writing signed by you and Technology In A Box, LLC.

If you agree that the above adequately sets forth your understanding of our mutual responsibilities, please authorize this agreement by entering your name, your email and by choosing "I Agree" on the Technology In A Box website. A copy can be provided for your records.

This letter correctly sets forth the understanding between Technology In A Box, LLC, and You.

I acknowledge that I am authorized by the Company to contract with Technology In A Box, LLC, for the performance of services mentioned herein, and that my signature is binding on the Company.

## Technology In A Box, LLC

A handwritten signature in cursive script that reads "Christine Galli".

Officer Signature:

Name: Christine M Galli, M.Ed.

Title: Executive Director

Date: September 3, 2015

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## CREDIT CARD AUTHORIZATION

To authorize credit card payments for products/services provided by Technology in a Box™, LLC, please review and authorize the following:

I wish to pay for products/services purchased from Technology in a Box, LLC, and hereby authorize Technology in a Box, LLC to process my credit card as indicated below. I understand that I will receive a Work Order or Invoice at the time of service, indicating date of service, an explanation of services performed, and the total dollar amount of the order. This will serve as a Credit Card Receipt, notifying me that a credit card charge will be processed for said purchase. I will retain my copy for my/our record of this transaction.

**Payment Method:** (Circle: Visa / MC / American Express / Discover)

**Card Number:** \_\_\_\_\_

**Exp Date:** \_\_\_\_\_ **SIC Code:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Billing Address for Card:** \_\_\_\_\_

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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