

CLIENT SERVICE AGREEMENT

For approved electrical-contractor clients after consultation

\$999.99 first month	\$1,499.99 monthly afterward	30 days notice
Work starts after first payment clears	Same numerical date each month	Written cancellation

Consultation required. Submitting a signed copy does not automatically make the signer a client. This Agreement becomes binding only after Luke Guntis confirms acceptance in writing. Services begin after the first payment clears.

1. Parties and acceptance

This Client Service Agreement (the "Agreement") is between Luke Guntis, a sole proprietor doing business as Luke Marketing ("Luke Marketing"), and the company identified in the signature section (the "Client"). The Client represents that its signer is authorized to enter this Agreement. Luke Marketing may accept or decline the engagement after reviewing the signed submission. Written acceptance may be provided by email.

2. Services

Luke Marketing will provide human-led business-development support for the Client's electrical contracting business. Services may include market and project research, general-contractor and builder research, direct outreach, bid-list and subcontractor registration, prequalification assistance, relationship follow-up, and coordination of relevant opportunities. Exact priorities, territory, and exclusions are established during consultation and may be confirmed in writing.

3. Client responsibilities

The Client will provide accurate company, licensing, insurance, qualification, project-capacity, and service information; respond reasonably promptly when decisions or documents are needed; and remain solely responsible for estimates, bids, contracts, construction work, licensing compliance, safety, staffing, and project performance.

4. Fees, invoices, and service start

The first service month is \$999.99. Each following monthly service period is \$1,499.99 unless the parties agree otherwise in writing. Luke Marketing will issue an invoice or payment instructions after accepting the Agreement. The first payment is due on the agreed start date. Services do not begin until that payment has cleared. After the first month, payment is due on the same numerical day of each month as the agreed start date. If a month does not contain that date, payment is due on the month's final calendar day. Additional services require a separate written scope and price.

5. Term and cancellation

The engagement continues month to month. The Client must provide at least 30 days' written cancellation notice by emailing LukeGuntis@gmail.com. A monthly payment due during the 30-day notice period remains due. Payments already made are non-refundable, and Luke Marketing will continue the agreed services through the end of the paid service period. Luke Marketing may end the engagement for nonpayment, material breach, misrepresentation, unlawful conduct, or a conflict that makes continued representation impractical.

6. Territory, capacity, and conflicts

Luke Marketing intentionally limits representation based on territory, client capacity, and potential conflicts. No market-wide exclusivity exists unless expressly confirmed in writing. An opportunity specifically identified and introduced for the Client may be treated as protected for that Client, but Luke Marketing cannot control a general contractor's bidder selection or independent invitations.

7. No guaranteed results

Luke Marketing does not guarantee leads, bid invitations, awards, contracts, revenue, or any particular response from a general contractor, builder, owner, or public agency. The service is the consistent performance of the agreed research, outreach, representation, and coordination - not a guaranteed construction outcome.

8. Confidentiality and records

Each party will use reasonable care with nonpublic business information received from the other and will use it only for the engagement. This does not apply to information already known, publicly available, independently developed, or required to be disclosed by law. The Client authorizes Luke Marketing to represent the Client accurately to relevant industry contacts using approved company information.

9. Exit handoff

At the end of service, Luke Marketing will provide a basic handoff of the current account contact list, relationship notes, and known follow-up status at no additional charge. An optional \$500 transition package may be purchased for a strategy call, prioritized follow-up plan, reusable outreach templates, and formal transition briefing.

10. Independent businesses and governing terms

Luke Marketing is an independent contractor and is not the Client's employee, partner, joint venturer, construction agent, estimator, attorney, or financial adviser. Neither party may bind the other to a construction contract or financial obligation without specific written authority. This Agreement is governed by North Carolina law. It, together with any accepted written scope or amendment, states the parties' agreement and may be changed only in writing accepted by both parties.

11. Electronic records and signatures

The parties agree to conduct this transaction electronically. The Client may retain this PDF and may request a paper copy without charge by emailing Luke Marketing. Typing the signer's full legal name in the electronic-signature field and checking the required acknowledgments is intended as the signer's electronic signature. The completed PDF must be saved and emailed to LukeGuntis@gmail.com. Luke Marketing will retain the received record in a form capable of later reproduction.

How to sign: Complete every required field on page 4. Check all three acknowledgments. Type the authorized signer's full legal name in the electronic-signature field. Save the completed PDF with the Client's company name in the filename, then email it to **LukeGuntis@gmail.com**. Luke Marketing will separately confirm acceptance and provide the first-payment instructions.

CLIENT INFORMATION AND SIGNATURE

Complete exactly as agreed during the consultation. All fields marked required must be completed.

Approval reference provided by Luke - required

Client legal company name - required

Authorized signer's full legal name - required

Signer's title - required

Business email - required

Phone

Business mailing address - required

Agreed market / territory - required

Agreed first-payment / start date (MM/DD/YYYY) - required

Accepted scope notes or special terms - enter 'Standard terms' if none

- ☐ I am authorized to sign for the Client and have reviewed all eleven sections of this Agreement.
- ☐ I understand the \$999.99 first-month fee, \$1,499.99 ongoing monthly fee, payment timing, non-refundable payments, and 30-day written cancellation requirement.
- ☐ I consent to electronic records and signatures and intend my typed name and this completed PDF to serve as my electronic signature.

Electronic signature - type full legal name - required

Date signed (MM/DD/YYYY) - required

SAVE THIS COMPLETED PDF, THEN EMAIL IT TO LUKEGUNTIS@GMAIL.COM

The agreement is effective only after Luke Marketing confirms acceptance in writing. Work begins after first payment clears.