ADVICE ON SETTING UP AN ACCOUNTING SYSTEM

Consulting Agreement

This agreement is made on November 24, 2026 at Boulder, Colorado between Dr. Emily Carter and Green Valley Food Co-op, for advice on setting up an accounting system. The parties agree as follows.

CONSULTANT

Name	**Dr. Emily Carter**
Address	310 Pearl Street, Boulder, CO 80302

CLIENT

Name	**Green Valley Food Co-op**
Address	1825 Arapahoe Avenue, Boulder, CO 80302
Signs on its behalf	Maria Lopez, Board Chair

01 What each side agrees to

01 The consultant advises the client on the matters described above and reports progress as the client reasonably asks.

02 The consultant decides how to carry out the work, as an independent contractor, using their own equipment unless agreed otherwise.

03 The client provides the information and access the consultant needs.

04 Reports and documents prepared for the client belong to the client once paid for; the consultant keeps their general know-how and tools.

05 The consultant tells the client of any conflict of interest as soon as they know of it.

02 Price and payment

Amount	$18,000

In words

Eighteen Thousand US Dollars

01 Fees as agreed above, invoiced monthly.

02 Each invoice paid within 15 days.

03 Travel and other costs paid back only if agreed in advance.

03 Duration

Starts	December 1, 2026
Ends	February 28, 2027
Notice to end early	30 days in writing

04 General

01 Each party keeps private any confidential information it learns about the other through this agreement, during it and after it ends.

02 This document is the whole agreement between the parties. Any change to it must be in writing and signed by both.

Initials — Consultant: _____ Client: _____

This is a template, not legal advice. Read every clause and change anything that does not match what was agreed. For anything high-value or already disputed, consult a lawyer.

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03 This agreement is governed by the laws of the State of Colorado.

04 The parties will first try to settle any disagreement by talking in good faith. If they cannot settle it within 30 days, either may take it to the courts that have jurisdiction.

Signed by both parties on the date above.

CONSULTANT	CLIENT
Dr. Emily Carter	**Maria Lopez, Board Chair, for Green Valley Food Co-op**

Initials — Consultant: _____ Client: _____

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