



Bridging Theory and Practice

dHA Contracting and Billing Policy

This policy will apply to projects beginning after January 1, 2007 with a total projected cost of less than \$10,000 and/or a total projected time frame of less than 6 months.

Billable Hours

When dHA is approached to perform consulting work, a staff member will meet with the potential client to develop a proposal. This first meeting and the proposal development will be conducted *pro bono*. The client will be billed for all subsequent meetings, conversations, or work at the appropriate hourly billing rates:

Principal - \$100/ hour

Consultants (both Jr and Sr) - \$60- \$85/ hour

Research Associates (both Jr and Sr) - \$40-\$60/ hour

Research Assistants & Administrative Staff - \$20-\$25/ hour

Direct Costs

dHA will include in their proposal estimated costs for direct expenses, such as copying, supplies, and participant refreshments and incentives, and mileage to meetings with the client or on the client's behalf. Clients will be billed actual costs for these expenses, and the firm's 10% indirect cost will apply to these items. To avoid the indirect costs, the client can opt to obtain these items themselves.

Indirect Costs

All direct costs and consultant hours are subject to a 10% indirect charge, which covers dHA's office expenses (i.e. equipment, supplies, printing, telecommunications and accounting services).

Invoices

Once the Client and dHA have agreed on the work to be performed and the estimated cost of the work payment arrangements must be made.

- dHA will expect payment to be made according to the following schedule:
 - 50% of agreed amount prior to work beginning
 - 30% of agreed amount at the mid-point of the contract. At this time, the work and budget will be reviewed and any necessary revisions made.
 - 20% of agreed amount upon completion of contract/ delivery of final product.
- If clients cannot (due to their internal policies) prepay for services they can opt to be billed monthly on actual costs.

In either case invoices will be generated and sent to the client in the first week of the month and payment will be expected within 30 days. For those clients billing against retainer no payment is due until the retainer exhausted or until the mid-point of the contract (whichever comes first). At any time, if payment has not been received within 30 days of invoice, dHA will reserve the right to cease working until payment is received.

Any changes and/or revisions to this policy will be sent directly to clients.