



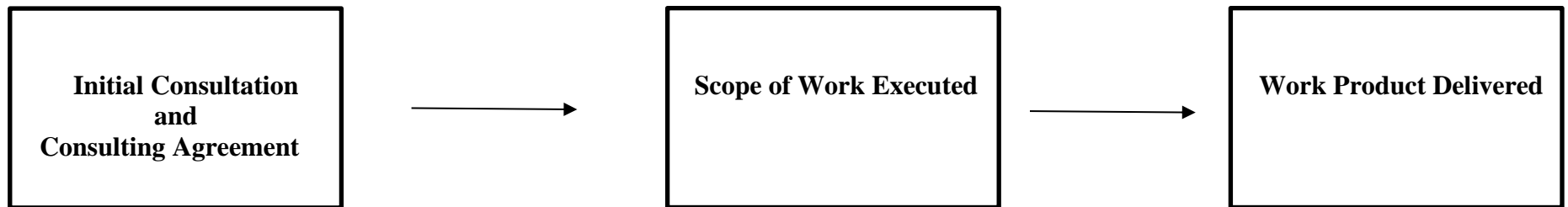
MELANIE BATES CONSULTING, LLC

4411 First Place, NE #37, Washington, District of Columbia 20011

202-486-3231 | consulting@melaniebates.net | www.melaniebates.net

@MelanieBatesLLC    

ENGAGEMENT PROCESS



- Inquiry submitted by Client.
- If MBC determines Client inquiry falls within the range of services provided by MBC, an initial consultation is scheduled.
- The purpose of the initial consultation is to discuss Client needs as well as develop a scope of work and desired timeline.
- MBC provides Client with a proposed consulting agreement. If agreement is approved, both parties sign the document.

- MBC completes the items outlined in the scope of work.
- Examples: For local government relations, this could include researching pending legislation and developing an advocacy plan. For criminal justice reform, this could include planning a know your rights session. For communications, this could include establishing a new social media account.

- MBC presents work product to Client and explains key findings.
- Any necessary adjustments are made.
- Once Client provides approval, final payment is due.