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**Initial Client Disclaimer of VBOC Services**

The Veterans Business Outreach Center (VBOC) is a non-profit organization 501(c)(3), partially funded by the U.S. Small Business Administration (SBA).

This Center serves Arizona, California, Guam, Hawaii, and Nevada.

VBOC mission is to advance the growth and commercial competitiveness of veteran owned small business enterprises through education and services focusing on business development, technology deployment and e-commerce.

The Center provides three forms of services:

The Center offers free one-to one confidential business consulting services in areas of business development, marketing, sources of capital, government contracting, acquisition and mergers, financial management, employee relations, business planning and much more. If a client requires a specialty service our Center has a plethora of collaborative partner, we may refer you to in order to receive the specific service required. I.e. SBDC, WBC, SCORE, Center for International trade, Manufacturing Assistance Program, Procurement and Technical Assistance Center.

Educational workshops are offered in areas of Business Basics, Marketing, Franchising, Business Plan Development, Government contracting, Personal Empowerment and much more. Some of the workshops are free and some have a nominal fee.

The Center offers one-day conference for individuals interested in starting or expanding a business. Workshops are conducted in areas of finance, enterprise zones, government contracting with federal, state, local municipalities and prime contractors. In addition, you may learn about franchise opportunities, speak with lenders regarding finance alternative and other technical services providers.

Please be advised it is the clients’ responsibility to notify the office 24 hours in advance prior to the cancellation of the consultation. If the client has two missed appointments the Center has the right to discontinue services. If the client does not make continue progress the Center has the right to discontinue service.

All correspondence, information and assignments must be forwarded to the admin email address. The address is admin@vbocix.org. To calendar an appointment please contact the office at 916-527-8400 or email for your next consultation.

Each client will enter in to a scope of work no later than the second consultation thus identifying the said services to be rendered by the organization i.e. business plan, sources of capital, marketing, etc. The subject form will be signed by the client, consultant and approved by the CEO. If you enter into a scope of work that is for a business plan the suggested business plan will be utilized for all clients to track assignments provided.

Individuals typically ask “how long will the process take to complete a business plan?”. The answer is: It is dependent on the client, the consultant will mentor and provide the necessary consulting services. However, it is the client’s responsibility to complete the assignments in the timeframes mutually agreed upon.

All assignments must be completed prior to your next consultation. After the consultation if you are not certain or have a question, please email the question to the admin email address, please be specific. The administrative support staff will notify the consultant of the inquiry and send a response upon receipt from the consultant.

It is the client’s responsibility to communicate with the consultant and let them know if they are giving to much or little assignments. If you need further clarification on a topic matter, please let the consultant know.

Economic Impact and Milestone Data it is each Client’s responsibility to inform the Center when they start or sustain their small business, create or retain jobs, acquire a loan, awarded a contract, change in sales, change in profits, acquire a certification, sold a business, bought a business, new location added, entered into a joint venture, equity obtained, or trademark obtained.

Notation: Each consultant will place a copy of this document in the client file, initial and date the subject form. If the disclaimers were provided by a telephonic Consultation and the consultant is in an off-site location, the consultant will note the following disclaimer in their session report. Then the Program Support Specialist will place a copy in the said client file.

**Restriction on Certain Types of Client**

VBOC may not utilize project resources to provide counseling services to any concern that:

* is other than small;
* is based in a foreign country;
* is engaged in any activity that is illegal under Federal or state law;
* derives more than one-third of its gross annual revenue from legal gambling activities;
* presents live performances of a prurient sexual nature or derives more than a de minimis amount of revenue from the sale of products or services of a prurient sexual nature;
* is not organized for profit (Exception: To the extent it does not negatively impact the goals or milestones established under this Award or detract from its core purpose, you may use project resources to counsel non-profit organizations that devote a significant portion of their activities to assisting entrepreneurs).

**Photo Release Disclosure**

I authorize VBOC, its representatives and employees the right to take photographs of me and my property in connection with my business. I authorize VBOC, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that VBOC, may use such photographs of me with or without my name or business name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

**Disclaimer: Conducted Initial Client Disclaimer of VBOC Services and Consultation Process**

I,                           hereby acknowledge and understand the aforementioned procedures and program requirements and agree to adhere to the subject procedures.

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Client Signature Date

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Consultant Signature Date