

## Her Global Fund

Storrs, CT 06269

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### SOA [000] for Agreement to Perform Micro Credit Services with [Client Name]

	Financial Capital Provided	Financial Capital Provided
	By:	For:
[Date]	Her Global Fund	[Client Name]
	Storrs, CT 06269	[Client Address]
		[City, ST ZIP Code]

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This Statement of Approval (SOA) is issued pursuant to the Consultant Services Master Agreement between [Client Name] (“Client”) and Her Global Fund (“Contractor”), effective [Click to select date] (the “Agreement”). This SOA is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOA and the terms of this Agreement, the terms of this SOA shall govern and prevail.

This Statement of Approval # [000] (hereinafter called the “SOA”), effective as of [Click to select date], is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOA, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOA and the terms of the Exhibit(s) hereto, the terms of the body of this SOA shall prevail.

#### Period of Performance

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The Services shall commence on [Click to select date], and shall continue through [Click to select date].

## Engagement Resources

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The Client knowingly agrees that Her Global Fund partners with other philanthropic organizations and efforts that include but are not limited to 501(c)(3)s, banks, and NGOs. The Client also knowingly agrees that upon signing the line below all information regarding their businesses financed by Her Global Fund, background stories willingly provided to Her Global Fund, and pictures provided to Her Global Fund are effectively the property. Her Global Fund will provide courtesy notification if it so chooses to use this information for purposes of public knowledge, interviews, commercials, or other forms of media in any country it chooses. Only information relevant to Her Global Fund may be released. Upon requested verification of the client's involvement with Her Global Fund, the Client is obligated to offer direct verification verbally, physically, or electronically to the third party on behalf of Her Global Fund. This contract is still valid if this section is not authorized by the Client.

By:

Name: \_\_\_\_\_

Title:

## Scope of Work

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Contractor shall provide the Services and Deliverable(s) as follows:

Her Global Fund's loans will be provided through electronic means directly to a partner organization or initiative that represents the Client. If the Client is a sole individual without the recommendation, assistance, or membership of such an organization or initiative then it is sent directly to the Client's bank account or other electronic and secure medium such as PayPal.

## Deliverable Materials

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There are formal deliverables as outlined in this document and summarized within this section. The Client receives financial capital to fund her business and obtain collateral. Her Global Fund reserves all right to utilize her given information and picture in public regards to grow its awareness, involvement, and potential donor base.

## Contractor Responsibilities

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Her Global Fund will provide financial capital as agreed upon by itself and the Client in a principal sum beginning after the Client successfully completes their two-week educational preparation. Her Global Fund will expect full repayment of the principal capital along with full repayment of interest, and the forgiveness of the interest will only be expected of until all financial statements are verified and reviewed to measure the Client's business success. Her Global Fund will provide mentoring and educational guidance via on site representatives and United States based representatives via telephone and electronic mediums. Her Global Fund will fundraise to increase revenues and support Her Global Fund's continuous expansion.

## Client Responsibilities

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The Client is expected to pay back the principal amount loaned initially in addition to all interest unless otherwise determined at the end of their final review of their first business year with Her Global Fund. This is recognized as 12 months after the loan is lended. The Client must pay interest and bimonthly returns of principal as outlined in this contract.

## Interest Schedule

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This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOA shall not exceed \$200 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
[Client Address] [City, ST ZIP Code] [Country, Continent]	[Project Manager Name]	[Cost Center Number]

Client will be invoiced bimonthly for the financial services and responsible for currency conversion expenses unless without a representative organization, in which case currency conversion expenses will be maximum met half way and attended to on an individual basis. This expense may be added to the principal loan amount up to 2 weeks before it is released by Her Global Fund to the Client. Standard Contractor invoicing is assumed to be acceptable. Invoices are considered active upon receipt. Currency conversion expenses are listed on the invoice as a separate line item.

Reimbursement for interest expenses in connection with performance of this SOA, when authorized and up to the limits set forth in this SOA, shall be in accordance with Client's then-current published policies governing associated business expenses, which information shall be provided by the Client Project Manager. The limit of reimbursable expenses pursuant to this SOA is estimated to be 1-3% of the principal unless otherwise authorized in writing and agreed to by both parties via the project change control procedure outlined within.

Invoices shall be submitted bimonthly in arrears, referencing this Client's SOA Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to the revocation of all loans to the Client's peer lending group as recognized by Her Global Fund. Principal and interest cannot be forgiven by Her Global Fund if this occurs.

#### Completion Criteria

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Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOA, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.

- Contractor and/or Client has the right to cancel services or deliverables not yet provided with [20] business days advance written notice to the other party.

### Assumptions

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All parties willingly and soundly agreed to the contract as they sign or do not. Her Global Fund is not responsible if the Client at a future time states that they did not sign the contract soundly or willingly.

### Project Change Control Procedure

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The following process will be followed if a change to this SOA is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOA price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOA to be effective as of the day, month and year first written above.

[Client Name]

Her Global Fund

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title: