

January 11, 2005

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SAMPLE

Re: Consulting on the [REDACTED] farm for the Vt. Farm Viability Program

Dear [REDACTED]

Thank you for agreeing to consult on the [REDACTED] farm in Pawlet, Vermont.

I understand that your fee is _____ per hour. Your time billable to the Farm Viability Program for work related to the [REDACTED] farm is limited to the following: on-farm consulting; travel from your place to and from the farm; research and communications related to your consultation on the [REDACTED] farm; preparation of written reports.

Other billable expenses are as follows: telephone calls (describe number and nature of calls); paper, supplies, etc. (describe in writing), and standard mileage fee for travel to and from the farm. VHCB will pay \$.375 per mile.

The scope of work will include (1) an evaluation of the equipment needs of the vegetable operation, particularly irrigation equipment; (2) an evaluation of fixed infrastructure for the vegetable operation, such as greenhouses, coolers, and retail sales facilities; (3) an analysis of labor needs and how such needs might be affected by increased production and/or changes in equipment or fixed infrastructure; (4) a review of the farm's marketing practices, with recommendations on marketing strategies, particularly CSA marketing and wholesale accounts; (5) consultation on the pros and cons of the [REDACTED] farm converting to a certified organic operation; (6) other technical advice on vegetable culture as may be indicated upon visiting the farm, or as may be requested by the [REDACTED].

After consulting on the [REDACTED] farm you will prepare a written report summarizing your findings and recommendations on the six points above. You will provide three copies of the report: one to [REDACTED], one to Bill Zweigbaum, and one to the Farm Viability Program.

Your recommendations will be incorporated into a business plan being prepared by farm business management consultant Bill Zweigbaum, who works for First

Pioneer Farm Credit in Claverack, NY. Bill can be reached at [REDACTED] ext. 40. I am overall coordinator for this effort; I can help to facilitate any communication between you and Bill.

The timetable for completion of your work will be as follows: written recommendations on or before March 11, 2005.

Payments to you will be based on your invoices to us, with maximums as follows:

Maximum hours _____ x \$ _____ = \$ _____
Maximum telephone, supplies, travel, etc. = \$ _____
Maximum total = \$ _____

If this is acceptable, kindly sign below and return.

Sincerely,

Ethan Parke
Farm Viability Program Coordinator
Vt. Housing and Conservation Board
149 State Street
Montpelier, VT 05602
802-828-0795; Fax: 828-3203
ethan@vhcb.org

I agree to the terms
above _____ Date _____

Cc: Bill Zweigbaum (minus consultant cost data)