

Grant Cooper and Associates CONTRACT ENGAGEMENT NOTICE

In accordance with your offer on UAMS RFP 2008-0256, you are hereby engaged to perform the following search(s):

[insert job title]

This engagement shall begin on or about the following date:

[insert date]

Fees associated with this search are as follows:

Professional Fees

33 1/3% of first year's guaranteed cash compensation.

Billing will occur as follows:

One-third of the fee is due upon commencement of the search. The next two thirds are due thirty and sixty days respectively from this date. Upon acceptance by the candidate of the position, any adjustments or additional charges will be invoiced.

Expenses billed to UAMS include:

- Candidate and/or GC travel expenses (coach)
- Lodging (mid-range hotel, e.g. Marriott)
- Car rental (mid-size)
- Meals
- Other out-of-pocket (e.g. airport parking) as necessary
- Video conferencing with candidate (in lieu of traveling to candidate)
- Federal Express or similar costs
- Telecommunications will be billed at 1% of search fee

For purposes of this engagement, the departmental contact person(s) will be:

Name:
Telephone:
Fax:
Email:

Invoices shall be sent to:

Name:
Mail Slot (if applicable):
Address:

Signature page to follow

University of Arkansas for Medical Sciences
[insert college or dept. name]

Name _____ Date _____

Title: _____

Board of Trustees of the University of Arkansas
for and on behalf of the University of Arkansas
for Medical Sciences

Name _____ Date _____

Melony Goodhand, MS, CPA (Tx)
Title: Vice Chancellor for Finance & CFO

Grant Cooper & Associates

Name _____ Date _____

Susan Cejka
Title: Managing Partner