



Statement of Understanding



In order for the Small Business Development Center to properly advise and assist you, it is important that you understand your role as a client, and the roles and limitations of the SBDC. Our experience has been that the quality of our assistance depends, in many ways, on you and the information you provide. Please review the information below and request clarification from your consultant if you have any questions.

The Client's Role

- Speak openly and honestly with your consultant.
- Provide all information necessary to enable your SBDC consultant to assist you.
- Ask questions about anything that is unclear.
- Honor scheduled appointments.
- Advise the SBDC director of any concern or dissatisfaction you may have with the service. (SBDC Regional Director, Greg Bergman 218-855-8145 or email gbergman@clcmn.edu)

Please indicate the services you are seeking at this time: _____

The SBDC's Role

- Provide one-on-one business consulting at no charge to qualified individuals.
- Keep all proprietary information confidential. In cases where disclosure of information is required, client consent will be requested before proceeding.

Please indicate all organizations and names of individuals we may speak with regarding your project:

_____	_____
_____	_____
_____	_____

Limitations of the SBDC: The client is responsible for doing the necessary work to complete the project. We are only obligated to provide consulting services. The SBDC will not do your accounting, write your business plan or do your market research. We provide only general legal and tax information. Please consult other professionals for this type of assistance.

The SBDC makes no guarantee regarding the time it may take to complete services. Many conditions may affect service completion, including client's ability to deliver timely and accurate information, and the SBDC workload. Consulting engagements will stay open for as long as both parties feel worthwhile progress is being made, but the working relationship may be limited by time constraints and ongoing demand for the services of the SBDC.

For those requesting assistance with financing, we will provide help in loan application preparation and will assist you in assembling the information in a professional format for presentation to the lender. This assistance does not imply approval of your loan request by any lending institution. The SBDC is not a lending agency.

Additional Client Requirements: Since a portion of the SBDC program funding is provided by the U.S. Small Business Administration, we are required to obtain a signed copy of the *Request for Counseling, SBA Form 641*, from all Small Business Development Center clients before providing assistance.

Acknowledgment: I have read and understand the SBDC Statement of Understanding.

Print your name _____

Signature _____

Date _____

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