



Care Enterprise, LLC
Solutions to Complex Problems

Order Form and Agreement Contract

If you want to start and own a licensed DD group home, we provide full license consulting in the State of Virginia. Care Enterprise, LLC provides a comprehensive license package to get the ball rolling. Our package includes customized policy and procedure manuals, operations and new hire forms, 12-month projected budget (if applicable), resident and employee handbook, group home handbook, checklist to set up home, and more. **We will send all the license package documents to you via email in Microsoft Word and/or PDF format.**

COMPLETE THE INFORMATION BELOW TO GET YOUR GROUP HOME LICENSE STARTED!

Client Full Name: _____ Cell Phone #: _____
 Full Address: _____ Email: _____
 State to be licensed?: _____ Date to open: _____
 What will be your business legal name?: _____ County/City: _____

Virginia License Consulting Package

1. Template of License Application
2. Customized Policy Manual
3. Customized Human Rights Manual
4. Group Home Handbook
5. Employee Handbook
6. Resident Handbook
7. 30+ Operations Forms
8. New Hire Forms
9. Sample 12-Month Projected Budget
10. Business Plan Template (Client will personalize)
11. 47 Point Checklist to Set Up Home
12. Table of Contents for Procedure Binder Sample Resident Binder, and Staff Files
13. One Hour of Consulting via Phone and/or Video Call

Investment: \$10,995 Initial _____

****PLEASE NOTE****

ALL the listed documents, except for the group home handbook, are based on the State of Virginia's specific rules, regulations, code standard, and state licensing application. You will personalize manual, forms, and handbooks with your company's name, address, phone, fax, and information "unique" to your group home. We have highlighted in yellow all areas you personalize.

What to know:

- **License Package:** Policy manuals, forms, and resident/employee handbook will need about 1-4 hours to personalize.
- **Documents:** Once order/agreement form is received from client, payment(s) have been received, processed, and cleared, all materials will be emailed to client in Microsoft Word and/or PDF format.
- **Consulting:** If client desires additional guidance and assistance consulting hours can be purchased for \$275/hour in one-hour increments. Payment must be received before consulting session is provided.

GROUP HOME LICENSE PACKAGE PAYMENT TERMS:

- Package can be paid in **two installments**, 50% of documents and materials will be emailed to client with each payment.

Caring Solutions to Complex Problems!



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- Once Client has received documents, materials, and/or consulting services payment(s) are all **nonrefundable**.
- Second payment is paid 30-days from signature date on order/agreement.
- Email your completed order/agreement form to: **contact@careenterprisellc.com**

HOW TO MAKE PAYMENT(S):

Payment Information: Credit Card Type: Visa / MasterCard / AmerEx

Name on Credit Card: _____ Billing Date: _____ Exp. Date: _____

Security Code: _____ State: _____ Zip Code _____ **PAYMENT(S):** #1: \$ _____ and #2: \$ _____

By signing this agreement, you agree to the terms and conditions set forth in this form. I authorize Care Enterprise, LLC to process all payment(s) with the above listed credit card. **All payments are nonrefundable**, but can be used towards other training, consulting, coaching, products, and services. **We DO NOT accept checks, money orders, western union, or other type of card payments.**

Client Signature	Print Name	Title	Date
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Termination.

- This Agreement will terminate by its terms when products, documents, and consulting services based on the terms and conditions of this agreement has been met.
- No other work, product(s), consulting, or services will be provided to Client after completion of the scope of work detailed in this agreement.
- If the Client change their mind to get license, fail to complete scope of work/products listed, or Client state change rules or withdrawal's license due to factors beyond CELLC's control, CELLC will not be responsible or liable.
- Client will be required to pay all unpaid sums to CELLC immediately and CELLC will have no obligation to provide any additional services to the Client. The Client is responsible for all costs, attorney's fees; expenses incurred by CELLC to obtain payment from the Client.

Limitations on Liability. CELLC's liability under this Agreement shall be limited to the amount of fees received by CELLC under this Registration/Agreement. In no event shall CELLC be liable for any special, consequential, or incidental damages, including without limitation, loss of profits, revenue, or data, even if apprised of the likelihood of such damages occurring.

Counterparts. This Agreement will be executed by signing, dating and either emailing (contact@careenterprisellc.com) or mailing the agreement to Care Enterprise, LLC at 2105 Brimfield Court, Kennesaw, Georgia 30144. Once both parties have signed, a copy with both signatures will be emailed back to you for record keeping.

IN WITNESS WHEREOF and acknowledging the terms, conditions, and that I have read and understand this written agreement to the following, the Parties affix their signatures hereto.

Client Signature	Print Name	Title	Date
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CELLC Signature	Print Name	Title	Date
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EMAIL YOUR COMPLETED AGREEMENT TO GET LICENSED TODAY!

EMAIL: CONTACT@CAREENTERPRISELLC.COM

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