CALIFORNIA STATE UNIVERSITY
FULLERTON
MIHAYLO COLLEGE
OF BUSINESS AND ECONOMICS

Request for Consulting (Application)

Business Name:	Requestor (First Name, Last Name):	Business #:
Street Address:	City: Zip:	Fax #:
E-mail: (print)	Company Website: **WWW.**	Cell #:

Describe your products and/or services:

_____

_____

Priority # (1=most important) **HOW MAY WE HELP YOU?**

[__] ***Human Resources/Leadership:*** Recommendations for improved profits by optimal use of human resources. Finding and keeping good employees, supervision, team building, incentives, benefits, compliance with laws and regulations. Organizational development and human resource management issues and challenges. Recommendations focus on such areas as job design, job specifications, recruitment strategies, employee selection strategies, compensation/benefits, employee training, team building, performance reviews, employee rewards and incentive plans.

[__] ***Operations Management:*** General management issues and challenges. Focus on such areas as overall planning, organization and control with an emphasis on designing/developing systems that will better serve/ enhance the customer relationship

[__] ***Accounting/Finance:*** Accounting, financial issues and challenges. Recommendations focus on such areas as budgeting, purchasing, collections, payroll, taxes, designing/developing safeguards from error/embezzlement, financial reports, cash management and banking relationships.

[__] ***Strategy:*** Focuses on a comprehensive strategic review of your company w/3-5 year projections. Analysis of future company directions based on strengths, weaknesses, opportunities and threats; strategic alliances; action plans, time lines and budgets; acquisition and divestiture. This review contributes in sustained competitive advantage and enhanced firm value.

[__] ***Marketing:*** Increasing sales, new product/service ideas, advertising and promotion, and market research.

Are you open to a comprehensive review of your company? √ **Check one**: ☐ Yes ☐ No
Does your company have up-to-date, monthly financial statements? √ **Check one**: ☐ Yes ☐ No
Will you permit a review and analysis of your financial statements? √ **Check one**: ☐ Yes ☐ No
Is your business home based? √ **Check one**: ☐ Yes ☐ No
Is your business family owned? √ **Check one**: ☐ Yes ☐ No

How long has your venture been operating?_____ years How many full time employees does it have? # _____

What were your revenues last year? $_____ Projected revenues this year? $ _____

I request student consulting from California State University, Fullerton's Small Business Institute ("School"). Students work in teams of three to six and select field case through an application process. They provide consulting services over a twelve-week period. To cover expenses, I agree to pay a sliding scale fee based on my business size – last year's revenues and area of expertise as follows:

Last year's revenues	**Marketing and Strategy**	**Accounting, Finance, Leadership/Human Resources, Operations Management**
(a) $999K or less	$1,595	$ 995
(b) $1M - $2.9M	$2,995	$1,995
(c) $3M - $4.9M	$3,995	$2,995
(d) $5M or more	$4,995	$3,995

I agree to cooperate in surveys designed to evaluate the students' consulting work. I authorize the School to furnish relevant information to students, teachers, volunteer guides, and judges of awards/prizes. I expect all parties will hold the information in strict confidence. I understand and agree that School may use the results of the students' consulting for educational purposes and enter it in awards programs/contests. I agree that School may use my name, my venture's name and photographs to publicize student consulting, the School, awards programs/contests, and prizewinners.

I further understand that all parties have agreed not to: (1) solicit or accept compensation for any services to my venture while operating under this agreement; (2) recommend the purchase of goods or services from sources in which they have an interest or represent; (3) request or accept fees or commissions from third parties who have supplied goods or services from sources in which they have an interest or represent; (4) request or accept fees or commissions from third parties who have supplied goods or services to my venture upon their recommendation; or (5) use what they learn from my venture to enter an enterprise that directly competes with my venture. In consideration for the School's furnishing consulting services, I waive all claims against School personnel, teachers, students, volunteers, and sponsors arising from these consulting services.

_____ _____

Signature & Title of Requestor Date

Quick Fax Reply
Toll Free (888) 278-8489
Or mail to:
Small Business Institute-SGMH-5323
California State University, Fullerton
Fullerton, CA 92831

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