



Michelle Day <michelle@healthcaresuccess.com>

Work order: RHN / ADA compliance

Roya Amiri <roya@healthcaresuccess.com>

Thu, Apr 25, 2019 at 2:46 PM

To: Hamid Najib <hnajib@gmail.com>, accounting <accounting@healthcaresuccess.com>, Niki Kaylor <niki@healthcaresuccess.com>, Diana Pinedo <diana@healthcaresuccess.com>, Chloe Ribotsky <chloe@healthcaresuccess.com>, Scott Orchard <scott@healthcaresuccess.com>, Michelle Day <michelle@healthcaresuccess.com>

Hi Hamid,

This email will serve as your work order. **Please note that invoices will not be paid unless there is a work order.

Please review and **REPLY ALL with your approval.**

Upon approval, this email will serve as a binding agreement.

Please reference the Work Order # on all future invoices related to this campaign.

Name: Hamid Najib

Role: Web Development

Date: April 25, 2019

Client: Rosecrance

Work Order # 042519c_RHN_HN

Project Description:

- Fixing errors for ADA compliance
- 35 to 45 hours @ \$35/hour (Not to exceed 45 hours)
- Completion time: Two weeks

Work Order Total NOT TO EXCEED: \$1,575.00

Pay Schedule: **submit invoices three days prior for payment on the 15th or 30th of each month.**

Email Invoices to: Accounting@healthcaresuccess.com for payment (and remember to reference the work order #)

DELIVERY METHOD:

Email completed draft or project to the Account Manager and the Operations Manager (Roya@healthcaresuccess.com) for review. AM will give team any necessary changes after consulting with MD and OD. Within 48 hours of receipt of HS's requested changes, writer/artist should email the revised document to project team. Any future revisions must follow the same guidelines.

PAYMENT METHOD:

Contractor will be paid as follows: **50% upon delivery of first draft; Balance paid upon client approval of above project(s).** If HS sees the need to cancel the project before completion, you will be paid for your services to-date. While we make every professional and reasonable attempt to facilitate the prompt approvals from our clients, with as few revisions as possible, no project is considered complete until it has been approved by the client.

TERMS:

The terms of this WORK ORDER include: Reviewing client information and HS notes, basic research required for client projects, participating in client/team calls and meeting HS specified deadlines indicated on the weekly status report. By agreeing to this work order you agree not to solicit business directly from this client.

Thanks,

Roya Amiri, CPA
Operations Manager
Healthcare Success
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