



Booking Logistics - Recommended Progression

Timing	Task	Notes
Minimum of 2 months before hoped for delivery of Seed Scholars services	Send an inquiry to info@seedscholars.com through the contact page of the website outlining what you are looking for with as much information as you have already.	Seed Scholars will respond to find a time to connect for a discovery call, during which we will further explore your interests and complete an expression of interest form so we capture all the key information to match you with the service that best suits your purposes.
Minimum of 1 month before service begins with Seed Scholars	Discovery call/expression of interest form is already completed. Session, package of sessions, or set of work is outlined and agreed upon. Policy Handbook to be shared and reviewed.	Seed Scholars will complete a project outline, to be agreed with the client, and which will be attached to the contract.
Minimum of 2 weeks before service begins with Seed Scholars	Contracts are signed. Deposit* is completed to secure the booking.	*Deposit to consist of 15% of the total cost of service you are purchasing.
Further specifics, including payment schedule, to be outlined in project contracts if not already viewable on the Seed Scholars website. Slight variations to be expected from project to project.		

