

## D2 CONSULTING ENGAGEMENT PROCESS

1

You contact D2 Consulting via email or phone.

2

We provide an obligation free, confidential phone consultation to discuss your needs.

3

We will confirm if we are fit for your needs that we have capacity to serve you as a client.

4

You will be sent an engagement letter, outlining the terms of engagement along with a fee schedule.

5

After completing and returning required paperwork we conduct our fact-finding process. The fact-finding process may be conducted remotely, or we may visit your business.

6

Depending on the nature of the contract, we may engage third party professionals to assist in completing the work. All third-party contractors are engaged only after your approval.

7

We conduct an analysis to determine our recommended course of action.

8

After our process is complete, we conduct a meeting of the stakeholders and provide an account of what we have determined. We'll also outline our recommendations. You will also receive a written report.

9

Based on our report you decide on the course of action you would like to take.

10

You or D2 Consulting may end the engagement at this step, or continue to provide services to the client to undertake their desired course of action.