PROFIT LEAK CONSULTING

Profit Leak Audit Engagement Agreement

This agreement establishes the scope, responsibilities and policies for the Profit Leak Audit engagement between Profit Leak Consulting, founded by Kristina Tannery (Consultant), and the client identified below (Client).

Client legal name	
Business name	
Email	
Phone	
Business address	
Scheduled Step 2 date	

1. Engagement and fee

Client engages Consultant to provide one Profit Leak Audit. The founding-client investment is **$500**, replacing the standard $1,250 investment for the limited founding-client offer. Payment reserves the engagement and scheduling.

2. Scope of services

The engagement includes: (a) Step 1 review of available financial and operational reports; (b) one scheduled three-hour Step 2 on-site operational visit; (c) identification and prioritization of the two or three operational issues deserving attention first; (d) root-cause analysis; (e) financial-impact analysis where reasonably calculable; (f) specific recommendations; and (g) a 30-day action roadmap. Consultant may identify additional opportunities internally, but the final audit prioritizes the issues with the greatest potential impact.

3. Client responsibilities

Client will provide timely, accurate and complete information reasonably needed for the engagement, designate an authorized contact, provide lawful access to the business and relevant personnel, and disclose material reporting limitations. Reports must be submitted before scheduling and at least **three full business days before** the Step 2 visit. If required materials are late or incomplete, the visit may need to be rescheduled.

Engagement Agreement

Please review the remaining terms and complete both signature sections.

4. Nature and limitations of service

The Profit Leak Audit is an operational consulting service. It is not an accounting, tax, legal, investment, financial-statement or marketing audit. Financial-impact figures may be verified, calculated, estimated or directional depending upon the evidence available. Recommendations are based on the information and observations available during the engagement. Consultant does not guarantee savings, increased revenue, return on investment or any particular financial outcome. Client remains responsible for business decisions, implementation and legal compliance.

5. Confidentiality and records

Consultant will use Client's nonpublic business information only as reasonably necessary to perform and administer the engagement, maintain business records or comply with law. Client will not provide passwords, Social Security numbers, complete card numbers, complete bank-account numbers or unrelated sensitive personal information. Client authorizes Consultant to review the operational records voluntarily submitted for this engagement.

6. On-site observation

Client authorizes Consultant to observe the normal operation during the scheduled visit and to ask reasonable operational questions of Client and designated personnel. Client is responsible for obtaining any permissions required for access to its premises, systems, records or personnel. Consultant will follow reasonable site-safety and confidentiality requirements disclosed in advance.

7. Rescheduling, cancellation and refunds

Client may request **one complimentary reschedule** by providing written notice at least **three business days before** the scheduled Step 2 visit. Rescheduling is subject to availability. Requests received with less notice are not guaranteed and may be treated as a cancellation. A full refund is available when Client cancels in writing at least **48 hours before** the scheduled Step 2 visit. Cancellations received within 48 hours of the scheduled visit are non-refundable. If Consultant must cancel, Client may choose a full refund or a new date.

FINAL TERMS

Engagement Agreement

Please review the final terms and complete both signature sections.

8. Deliverables and use

Deliverables are prepared for Client's internal business use based on the agreed scope. Client may share them with its professional advisers but may not resell, publish or present the materials or L.E.A.K. Method as its own consulting product. Client retains ownership of the business records it supplies.

9. Communication and electronic acceptance

Notices concerning scheduling, cancellation or the engagement must be sent to kristinalynntannery@gmail.com. The parties agree that electronic signatures, typed signatures and acceptance through the online checkout process may be used to evidence agreement.

10. Entire agreement

This document and any written scope confirmation constitute the parties' agreement for this Profit Leak Audit. Changes must be agreed in writing. If any provision is found unenforceable, the remaining provisions continue in effect.

Acceptance

By signing, Client confirms that the information above is accurate, that Client is authorized to enter this agreement for the business, and that Client has read and accepts these terms.

Client typed signature		Date	
Kristina Tannery Profit Leak Consulting		Date	

Consultant contact: Kristina Tannery | kristinalynntannery@gmail.com

This agreement is a business document and should be reviewed by a qualified attorney for Kristina's specific legal and jurisdictional requirements before routine use.

PROFIT LEAK CONSULTING

Restaurant & Franchise Audit Scope

Effective November 13, 2026 for new engagements. This page forms part of the Engagement Agreement and replaces the earlier scope addendum. It clarifies Sections 2, 4 and 8; other terms remain in effect.

Restaurant and franchise engagement

The audit is for independent restaurant owners, restaurant franchisees, multi-location operators and restaurant ownership groups. One founding engagement covers one primary Greater Houston restaurant location. Additional locations, portfolio comparisons and work outside this scope require a separate written scope and fee.

Three prioritized findings

The written audit prioritizes the top three profit leaks. This replaces the earlier reference to two or three issues in Section 2. The engagement includes the report review, one three-hour on-site visit, root-cause analysis, financial-impact analysis where reasonably calculable, recommendations and a 30-day action roadmap.

Delivery and findings-review call

Written findings are delivered within five business days after the on-site visit, provided requested reports are complete. If information is missing, a revised date is agreed in writing. The fee includes one 30-minute findings-review call arranged after delivery at a mutually available time.

Implementation and brand requirements

Client and its team implement recommendations. Staff training, SOP development, hands-on changes, extra visits and ongoing advisory require a separate written scope and fee. Recommendations for franchise restaurants must respect applicable franchise agreements and brand requirements. Consultant does not represent or certify compliance for a franchisor.

Payment and cancellation

The founding rate remains $500 for the first five founding engagements, replacing the standard $1,250 investment. The cancellation, refund and rescheduling policy in Section 7 remains unchanged. Financial outcomes and savings are not guaranteed.