CLIENT RETAINER PAYMENT SCHEDULE

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

1. GENERAL PROVISIONS

1. This Client Retainer Payment Schedule ("Schedule") establishes the standard terms and conditions for client retainer payments to Summit Digital Solutions, Inc. ("Company"), a Delaware corporation with its principal place of business at 1700 Technology Drive, Suite 400, San Jose, CA 95110.

2. This Schedule applies to all enterprise digital transformation services, including but not limited to AI/ML implementation, IoT systems integration, process automation, and technology-enabled operational optimization solutions provided under the Company's Master Services Agreement.

2. RETAINER STRUCTURE

1. **Initial Retainer Deposit**

- Tier 1 Engagements ($1M+): 25% of total project value

- Tier 2 Engagements ($500K-$999K): 30% of total project value

- Tier 3 Engagements ($250K-$499K): 35% of total project value

- Tier 4 Engagements (Under $250K): 40% of total project value

2. **Retainer Replenishment**

The client shall maintain minimum retainer balances according to the following schedule:

- Tier 1: $250,000

- Tier 2: $150,000

- Tier 3: $87,500

- Tier 4: $50,000

3. PAYMENT TERMS

1. **Payment Schedule**

- Initial retainer payment due upon contract execution

- Monthly invoicing for services rendered

- Retainer replenishment required within 15 business days when balance falls below minimum

threshold

- Final reconciliation upon project completion

2. **Payment Methods**

- Wire transfer

- ACH payment

- Corporate checks (subject to clearance)

3. **Currency**

All payments shall be made in United States Dollars (USD).

4. RETAINER MANAGEMENT

1. **Usage Tracking**

The Company shall provide monthly statements detailing:

- Current retainer balance

- Services billed against retainer

- Remaining available funds

- Replenishment requirements, if applicable

2. **Interest**

Retainer funds shall be held in a non-interest-bearing account. No interest shall accrue to the benefit of the client.

5. BILLING RATES AND PROCEDURES

1. **Standard Rate Schedule**

- Principal Consultant: $425/hour

- Senior Consultant: $375/hour

- Consultant: $325/hour

- Associate Consultant: $275/hour

- Technical Specialist: $350/hour

2. **Billing Increments**

Services shall be billed in 15-minute increments.

6. ADJUSTMENTS AND MODIFICATIONS

1. The Company reserves the right to modify this Schedule upon 30 days' written notice to clients.

2. Existing engagements shall be grandfathered under their original terms for 90 days following any modification.

7. TERMINATION AND REFUNDS

1. **Unused Retainer Funds**

Upon termination of services, unused retainer funds shall be refunded within 45 days, less any outstanding charges.

2. **Early Termination Fee**

Early termination may result in a fee of 10% of the remaining project value or unused retainer, whichever is greater.

8. CONFIDENTIALITY

1. All payment information, billing rates, and client-specific arrangements shall be treated as confidential information under the Master Services Agreement.

9. GOVERNING LAW

1. This Schedule shall be governed by and construed in accordance with the laws of the State of Delaware.

10. ACKNOWLEDGMENT

The undersigned acknowledges and agrees to the terms and conditions set forth in this Schedule.

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SUMMIT DIGITAL SOLUTIONS, INC.

**By:** _
Name: Sarah Blackwell
Title: Chief Operating Officer
**Date:** _

CLIENT:

**By:** _

**Name:** _

**Title:** _

**Date:** _

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11. CONTACT INFORMATION

For billing inquiries:

Accounts Receivable Department

Summit Digital Solutions, Inc.

Email: ar@summitdigital.com

Phone: (408) 555-0123