



ONEPOINT
STRATEGIC V-CTO

ONEPOINT AUDIT SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made and entered into as of [Date] (the "Effective Date"), by and between:

OnePoint CTO ("Provider")

reno@onepointcto.com

AND

[Client Company Name] ("Client")

The Provider and the Client may be referred to individually as a "Party" and collectively as the "Parties."

1. Services Provided (The "OnePoint Audit")

Provider agrees to perform a comprehensive technical audit of the Client's business operations. The scope of the Audit includes:

- **SaaS & Cost Analysis:**

- Review of all current software subscriptions and recurring technical expenses.
- Identification of unused, redundant, or overpriced tools ("SaaS Sprawl").
- Calculation of potential monthly savings through consolidation.

- **Workflow Friction Assessment:**

- Mapping of key business processes to identify manual bottlenecks.
- Analysis of data transfer points between systems (e.g., CRM to Accounting).

- **Security & Infrastructure Review:**

- Verification of administrative access control and backup protocols.

- Review of Two-Factor Authentication (2FA) enforcement on critical accounts.
- **AI Opportunity Report:**
- Identification of top three (3) tasks suitable for immediate AI automation.

Deliverables:

Provider will deliver a **OnePoint Audit Report** containing findings, cost-saving calculations, and a prioritized **90-Day Technical Roadmap** for implementation.

2. Fees and Payment

- **Audit Fee:** The Client agrees to pay a one-time fixed fee of **\$750.00**.
- **Payment Terms:** Payment is due in full upon the execution of this Agreement to schedule the Audit.
- **Timeline:** Provider estimates the Audit Report will be delivered within **seven (7) business days** following the receipt of all necessary system access and documentation from the Client.

3. Client Obligations

To ensure the accuracy and speed of the Audit, Client agrees to:

- Provide a complete list of known software tools and subscriptions.
- Grant temporary "Collaborator" or "Admin" access to relevant platforms (e.g., Google Workspace, CRM, Accounting Software) via secure sharing methods.
- Participate in a 30-60 minute discovery interview if requested by Provider.

4. Confidentiality & Non-Disclosure

Given the sensitive nature of an Audit, Provider agrees to:

- Hold all Client system credentials, financial data, and customer lists in **strict confidence**.
- Use such information solely for the purpose of conducting the Audit.
- Not disclose findings to any third party.
- Securely destroy or revoke access to Client systems upon delivery of the final Report, unless a subsequent Retainer Agreement is signed.

5. Ownership

- **Client Ownership:** Upon payment, Client owns all rights to the final **OnePoint Audit Report** and the specific data contained therein.
- **Provider Rights:** Provider retains ownership of the audit methodology, templates, and standard analytical frameworks used to generate the report.

6. Limitation of Liability

Provider's liability is limited to the amount of the Audit Fee (\$750.00). Provider makes no guarantees regarding specific cost savings, as these depend on Client's willingness to implement recommendations.

7. Independent Contractor

Provider is an independent contractor and not an employee of the Client.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

OnePoint CTO

Signature: _____

Name: Reno Warner

Title: Founder / V-CTO

Date: _____

[Client Company Name]

Signature: _____

Name: _____

Title: _____

Date: _____