EXHIBIT “A”

SCHEDULE OF CONSULTING SERVICES

1. Introduction

This document contains the deliverables from Creative Bits LLC (CB or Consultant) to Lion and Bear Distributors (L&B or Website Owner or Owner) under the scope of this contract. The website users who will place order through the website are referred to as users or visitors below.

* 1. CB will develop an e-commerce website for L&B
  2. CB will provide 1 to 3 different layouts for web-pages for customer’s selection
  3. Site will be designed on a responsive platform, which will format the website based on browser detection (mobile, tablet or desktop)
  4. CB will develop the front end scripting and website components based on the functional scope specified in this document
  5. CB will develop the backend software components needed for in-scope functionality such as dynamic content, database reads, updates, server-side scripts etc.

1. About the Website
   1. This is a B2B (Business to Business) website. This specifically means that even though any visitor can browse the website but only business users will be allowed to sign up and obtain Login ID, which in turn will allow them to submit orders through the website to the website owner. Order process is explained in a separate section below
   2. Website will have various pages as described in the section “Website Pages” below
   3. The website will have an Administrator section that will allow the website owner to control the website contents that are visible to the visitors
   4. The website will have integration with one payment gateway of L&B’s choice to allow for online payments through user’s credit/debit card. If L&B doesn’t have a preferred payment gateway then CB shall recommend one
   5. The website shall have security certificates installed for secure communication between the website and visitor’s device. This is a standard requirement for e-commerce websites
   6. CB will host the domain name and website on their own infrastructure. Corresponding cost is mentioned in Exhibit B
   7. As a one time courtesy CB will upload the product details, along with images to the website based on excel spreadsheet and images provided by the website owner
   8. What is not included in the website
      1. The website will not store user’s credit card information in the website
      2. Based on L&B’s requirements shipping charges on submitted orders will be calculated by L&B outside the automated website functionality. This implicitly means that integration with shipping companies like UPS or Fedex will not be required. As an implication Online ShippingCharges or Order Tracking will not be available for users
      3. Integration will be provided with only one payment gateway. Integration with multiple payment gateways will incur a separate cost
      4. A separate app for iOS, Android or another mobile platform will not be provided as part of this contract
2. Website Pages or Sections
   1. Home
   * This is the first page of the website and the one that the website domain name will point to. Website users will land on this page when visiting the website or clicking the “Home” link from anywhere in the website
   1. Navigation Menu
   * Navigation menu is provided for users to easily maneuver through the website. This may include product categories and a link to other pages. Navigation Menu will be available on all the pages
   1. Search
   * Search functionality will be provided for users to quickly search across the whole product catalog. Search will be available on all the pages
   1. About Us
   * This page will display the details about L&B, as provided by the website owner
   1. Product Catalog
   * This page will show product(s) or group of product(s) belonging to a selected category or search result
   1. Product Details
   * This page will show the details of a selected product. Website user will see this page upon selecting a product from the product catalog page
   1. Shopping Cart
   * This will show the products added to an order by a user
   1. Contact Us
   * This page will provide L&B contact as per the details provided by the website owner
   * This page will have email functionality that the website visitor can use to contact the website owner
   1. Shipping Info
   * This page will provide shipping process, as provided by owner
   1. Payment Gateway
   * This page will allow user to enter credit or debit card details for order payment. This page will be hosted by the payment gateway company like Stripe or Paypal but integrated with the website by the Consultant
   1. Login/Sign Up
   * Website visitor will be allowed to sign up through this page to request login as mentioned in the “Request Login” process below
   * Website visitors who are already signed up will be able to log in through the Login page
   1. Terms and Conditions
   * This page will contain the Terms and Conditions that L&B has with their customers, i.e. website visitors
   1. Admin Console
   * This will be a special section on the website which will be accessible only by website owner through a username and password
   * This section will allow the owner to:
     1. update product details, product images, About Us, Shipping Info, and other content available on the website
     2. cancel discontinued products and update existing products
     3. update user details
     4. view orders and update shipping charges

Note: This page can directly impact the content of the website and even the orders submitted, hence should be used with caution by only trusted personnel in L&B

1. Process and Features
   1. Request Login (Sign Up)
   2. This website will provide logins only to businesses and not retail customers, hence to request login website visitors will need to provide following information on the Sign Up page
      1. Company Name
      2. Company Address and Contact Details
      3. Requestor Name
      4. Company email
      5. Type of business
      6. Tax ID

etc

* 1. The above details will be submitted to the website owner who will then approve or reject the login request as need be
  2. When login is approved the user will get an automated email notification which will allow the user to submit order
  3. Order Process and Shipping Charges
  4. Only the website users with valid login will be allowed to submit an order
  5. Order completion will happen in three steps
     1. Order submission: When user submits an order shipping charges will not be known. An Order ID will be generated when the order is submitted but order will not be finalized until the steps below are completed
     2. Shipping Cost Confirmation: L&B, upon obtaining order submission notification, will determine the shipping charges and enter it against the order through the admin console. This will generate an email to the website user with “Approve” and “Cancel” options.
     3. User Approval and Payment: If user approves the order then the user will be redirected to the payment gateway page to make the payment. After successful payment L&B will get an email notification to fulfill the order
  6. Order History
  7. Users will be able to view their order history
  8. Product Characteristics
  9. Consultant will provide up to 5 product characteristics that will only be visible for the website owner through the admin console and not visible to the website user, e.g. Product Shipping Weight

1. Website Owner Responsibilities
   1. L&B will need to obtain membership of payment gateway and provide the necessary details to CB that will allow for payment gateway integration
   2. L&B will contribute during the website development process by testing the website as it gets delivered and provide feedback on a regular basis. L&B’s active involvement in the process will help Consultant with obtaining feedback frequently and the website will be as close as possible to L&B’s needs
   3. L&B will provide the contents for the following pages
      1. About Us
      2. Shipping Info
      3. Terms and Conditions
      4. Contact Us
   4. L&B will provide the Product Details to be loaded in the website at the time of launch:
      1. Product details in a spreadsheet along with the matching image name that will be picked up programmatically from a folder
      2. Product images will be provided by L&B. It is preferred to upload the images to cloud directly (Consultant will provide the location) or in a portable media like CD or USB drive
   5. L&B will make timely payments as described in Exhibit B below
2. Open Items
   1. Do you have an existing logo, business cards, stationery that you would like the website design to match? If not then would you like pricing on a full package – Website, logo, business stationery design?
   2. What are the merchandise return policies? Are there any specific calculations related to partial or full refund?
   3. Does L&B accept orders over phone or fax or other means? If so then please provide the current process so we can try to capture that functionality as close as possible in the website
   4. Is shipping tracking service provided currently? If yes then please provide details so we can add corresponding functionality in the website
   5. Please share the registered domain name of your website