

**Accelerating Michigan Entrepreneurs (AME)
Michigan's Virtual Incubator
Tenant Agreement**

Company Name: _____

Business Owner: _____

The AME Tenant agrees to the following responsibilities and commitments:

- Agrees to take the DiSC and SNA assessments to help form a foundation for personal and business development plans *
- Agrees to set specific goals and create personal development plans with my Coach, a Michigan Small Business & Technology & Development Center (MI-SBTDC) Consultant and/or an AME Manager
- Agrees to establish business benchmarks and to monitor those benchmarks through the AME website *
- Agrees to provide quarterly business financial information to my MI-SBTDC Consultant or AME Manager
- Agrees to meet with my Coach or MI-SBTDC or Consultant as described in my action plan*
- Agrees to participate in at least one quarterly peer mentoring sessions with other AME Virtual Tenants
- Agrees to participate in AME-facilitated webinars as my schedule permits
- Agrees to provide verbal and written feedback to my Coach, MI-SBTDC Consultant and AME Manager about my progress and my impressions of the AME program
- Agrees to post general information about my business on the AME portal
- Agrees to pay the monthly membership fees of the AME program, not to exceed \$100 per month, as long as I am in the program. First invoice will be sent within 15 days of initial service. Payment is due no later than the 15th of each month. Failure to pay for two consecutive months will result in immediate dismissal from AME and loss of all services*

I understand I can leave this program at any time upon providing a written 30 day advance notification via email (accelmi@gvsu.edu) and/or fax (616-331-7485), but will make a commitment to achieve my personal and business development goals. No refund for partial months will be provided.

AME agrees to provide program development content as follows*:

- Provide access to the DiSC and SNA assessments upon admission into AME
- Assign a personal Coach
- Provide opportunities for discussion with peer business owners, Coaches, Service Providers, and MI-SBTDC Consultants
- Provide opportunities for off-site peer group meetings
- Provide access to meeting facilities at MI-SBTDC offices with prior scheduling
- Assign a MI-SBTDC Consultant to assist in business development

* Further described in the AME web site. (www.accelmich.org)

For Virtual Tenant:

Signature: _____

Date: _____

Title: _____

For Accelerating Michigan Entrepreneurs:

Signature: _____

Date:

Title: _____

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