

The Burson Center
Application for Admission (Confidential)

Name _____

Address _____

Company Name _____

Company EIN _____ (attach copy of formation docs)

Phone _____ Email _____

Type of Business Entity: Corporation, Partnership, Sole Proprietorship, or Limited Liability (circle)

Describe the purpose of your company, including products manufactured or developed, and a current or projected customer base. If you are presently in operation, please provide a company history:

Describe your plan of operation for the next six months to one year (projected sales, location, number of employees, etc.): _____

Describe your target market and market size: _____

What is your primary source of operating capital? _____

How much have you personally invested to date? _____

Do you require financial assistance at this time to become operational? If so, how much?

Have you ever been turned down by a bank for this request? _____

What do you expect The Burson Center to provide to your company? _____

How long do you expect to incubate? _____

What are your plans upon graduation from the Center? _____

How did you hear about The Burson Center? _____

I have read The Burson Center Member Handbook and agree to the terms therein:

Signature _____ Date _____

Resident or Mailbox Number: _____ Type of Membership: _____

The Burson Center
Member Profile

Name of business: _____

Product / Service: _____

Business Phone: _____

Owner: _____

Home Address: _____

Cell Phone: _____ Email: _____

Additional Owners/Partners/Employees:

Name	Phone	Email

Emergency Contact: _____ Phone: _____

(For Office Use Only)

Date of Admission into Center: _____ Suite# _____

Of Keys Issued: _____ Keyscan Card ID(s): _____

Copier Code: _____

Final Date of Exit from Center: _____

Exit Interview on File: Y / N

Carroll County Economic Development Foundation (CCEDF)
The Burson Center-Member
Memorandum of Agreement (MOA) for Services

The purpose of this MOA document is to clarify the contractual obligations between the Carroll County Economic Development Foundation (CCEDF), the Burson Center (BC) and _____, hereafter known as Member.

The BC agrees to provide general management consulting and technical assistance, administrative and facility support, as stated in the BC Member Handbook. The services, resources and assistance mentioned within the BC Member Handbook are performed by the BC in an act of good faith which the BC cannot be held liable by the Member for the positive or negative effects resulting therefrom.

The Member agrees to make monthly payments of \$ _____, plus agreed upon service fees, to CCEDF for the use of facilities, services, equipment and other related resources as defined by the BC Member Handbook. Failure to make prompt payment of all fees, including late charges, may be grounds for termination of this contract and eviction of said Member. In the event of eviction, the Member shall have three (3) days to remove all personal property. Failure to remove property by deadline will be deemed breach of contract and abandonment, prompting legal action for removal/disposal to be initiated by the CCEDF at the expense of the Member.

Further, the Member agrees to comply with all policies, procedures and criteria set forth in the above mentioned Handbook. These policies shall be in writing and available upon request from the BC. Any changes in the policies, procedures and criteria will be subject to change and a notice will be sent out to the Member ten (10) days prior to the effective date.

All services to the Member will begin on _____. Amendments to this contract may be made as necessary or required with mutual consent of both contracting parties. It is understood that either party may terminate this contract upon a written, thirty (30) day notice.

Entered into this _____ day of _____, _____.

 CCEDF Representative/BC Exec. Dir.

 Member

 Notary Public

(SEAL)

The Burson Center
Information Technology & Data Usage Questionnaire

1. How many computers/laptops will your business be using?

2. Do you plan on running any dedicated servers either at the Burson Center or remotely? If yes, what kind?

A. web

D. application

B. email

E. terminal server

C. database

F. NAS or SAN

Are you an email and web hosting provider or do you maintain the companies' internal email? How many remote connections do you anticipate? (Answer if applicable)

3. Does your business require large amounts of bandwidth?

Or

Does your business utilize any resource intensive web software, such as Audio and Video Streaming?

4. Will your business be backing up any amount of data to an offsite location, if so how much/often?

5. Will the Burson Center be used to back up data from an offsite location? If so, how often?

6. Do you plan on implementing a firewall or installing any switches, hubs, routers or any other network attached devices in your office?

The Burson Center
Technical Support Request Form/Agreement

Business Name: _____

Service(s) Requested: (Circle all that apply)

Copying

Faxing

Computer

Bookkeeping

Filing

Other _____

Other _____

Start Date of Work: _____

Staff Assigned: _____

Number of Hours/Days of Service (approx.): _____*

Cost for Services (@ \$10.00/hour): _____

Date of Completed Services: _____

Payment Amount Received: _____

* First two (2) hours are at no charge, but should be included in the total.

Services will be provided on an as requested basis and must be approved by the Executive Director prior to start date of project. As defined in the Member Handbook, work will be provided when tasks do not conflict with the regular work schedule of staff. In the event of unforeseen circumstances, an exact date of completed services cannot be guaranteed. Every effort will be made by Burson Center staff to provide services in a timely and efficient manner.

Staff will provide all assistance from the front administrative work stations. Member is responsible for providing access to individual offices, if necessary, to distribute/retrieve work.

Member is responsible for providing all necessary supplies for completion of tasks.

Member is responsible for all necessary non-disclosure or confidentiality agreements related to the tasks.

Member is responsible for the final proofreading/acceptance of any completed work before it is utilized in any way by the member. The Burson Center maintains rights of refusal to do work that may be considered offensive, immoral or illegal.

Member signature indicates understanding and agreement to these policies.

Member Signature _____ Date _____

Manager Signature _____ Date _____