



My Junna, LLC  
5880 Sawmill Road, Suite 210  
Columbus, Ohio 43017  
[www.myjunna.com](http://www.myjunna.com)  
(614) 710-4449

## Statement of Work and Fee Schedule

---

July 19th, 2023

The Statement of Work is entered into as the effective date by and between My Junna, LLC, as an Ohio Limited Liability Company (My Junna), and "Client". Client acknowledges and agrees it will abide by this agreement. As Junna Care provides updates the current version may change and shall be incorporated herein.

1. **Services:** My Junna shall provide the following product features and services to support the Client's authorized and licensed use of the Application. The Statement of Work includes the following.
  - a. **Home Page "Dashboard":** To include daily, weekly and monthly hours worked, number of clients, number of tasks and overdue tasks.
  - b. **Client Page:** To include clients, case notes, map view, face sheet, problems list, medications, care providers, family members, expenses, and mileage. Includes assessment area and communication area.
  - c. **Partner Page:** To include list of partners, ability to add and delete partners, give star ratings, link to partners website, link to phone number, track main contact's information. Preferred partners who pay a subscription will be differentiated in color and will already be set in the system. Client will not be able to remove the preferred partners, but Client will have the ability to change the star rating.
  - d. **Facilities Page:** Ability to add any facility and give ratings to facilities. Includes key search words.
  - e. **Calendar Page:** Basic calendar with tasks and appointments setting, including automatic sync to Google Calendar.
  - f. **Task Page:** To include tasks that are up and coming, working on, overdue and completed. Ability for admin to assign tasks to other users.
  - g. **Files Page:** Ability to create folders and add files as well as receive file uploads from external clients.
  - h. **Invoices Page:** Ability to view and create invoices as well as sync invoices with QuickBooks.
  - i. **Time:** Ability to run report for payroll purposes or track employee time.
  - j. **Customized Forms:** For an added fee, My Junna will create Client form for use withing the system.
  - k. **Settings:** Create accounts, user management, rates, invoice and company settings.
2. **Support Services:** My Junna shall provide client with support services for My Junna software which will include: standard help desk requests sent to [support@myjunna.com](mailto:support@myjunna.com). Responses are guaranteed within 2 business days and My Junna shall take prompt action to commence repairs or fixes that may take longer than two business days.
3. **Customization:** Requests for customization are billed out at \$125 an hour. Estimates will be provided and approved by client before any custom work is done.
4. **Fees and Payment Terms:**
  - A. Client agrees to pay Junna according to the schedule stated herein and according to the terms and conditions contained in the Master Service and License Agreement.

- B. Client will be invoiced each month on the first of the month per usage fee outlined below.
  - C. No services will be delivered to Client when any payment by Client is in default. Client will be responsible for all taxes, fees and other charges that may be assessed against Client in connection with payment of fees to Junna for services provided to Client hereunder.
  - D. In the event additional labor and/or services are performed by Junna and/or its subcontractors, My Junna will charge for its time at its then – currently hourly rate for such services.
5. **Data Extraction:** Upon termination of the License Agreement, the client will be given an opportunity to extract data, or Junna will extract Client’s data into a CSV file and deliver to the Client within thirty (30) days of termination.
6. **Cancellation:** If the Client would like to cancel, they will be responsible to pay the remainder of their contract. The remaining amount will be debited on the 1st of the following month of the client’s cancellation.

<i>Item description</i>	<i>Cost</i>
"Set-up Fee"	Standard system Set up and Unlimited training for one year. \$199 due upon signing of agreement
"Import Fee"	<p>Up to 100 clients, unlimited case notes on 100 clients, and up to 200 companies and 200 contacts in partners area included in "Set-up Fee". Additional imports for clients or companies and contacts are \$1 per client/company/or contact. This includes:</p> <ul style="list-style-type: none"> <li>• Client Name</li> <li>• Birthdates</li> <li>• Client mobile and home phone numbers</li> <li>• Allergies</li> <li>• Address</li> <li>• Important Client Notes</li> <li>• Billing Person</li> <li>• Billing email and/or billing address</li> <li>• SSN</li> <li>• Insurance Name and Id</li> <li>• Past Case notes for these clients</li> <li>• Medications and Diagnoses</li> <li>• Company Resources or Referral Sources                             <ul style="list-style-type: none"> <li>This includes                                     <ul style="list-style-type: none"> <li>○ Category of resource of source: ex.) physicians,</li> <li>medical equipment</li> <li>○ Company</li> <li>○ and contacts within the company</li> </ul> </li> </ul> </li> </ul>

My Junna, LLC - Statement of Work

"Usage Fee"	<p>\$99 for the first user/admin per month                  \$59 every user after the first user/admin per month                  \$20 for bookkeepers per month                  10 – 15 users special pricing of \$590 flat fee per month                  16 – 20 users special pricing of \$790 per month                  21 – 30 users special pricing of \$990 a month                  31 + users ask for special pricing                  There is no charge to add relatives. Users will be re-evaluated monthly or yearly for yearly contracts/payments.                  Over 10 users can opt for 10% discount to pay yearly. Rate will be locked in for one year.</p>
"Payment Terms"	<p>Monthly on the first day of the month following the signed agreement unless yearly, then once a year all users will be reassessed yearly.</p>
"Forms Fee"	<p>Single user receives 3 free forms                  2-5 users receive 5 free forms                  5-10 users receive 10 free forms                  10+ users receive unlimited forms                  For more forms, past your allotted free amount, ask for special pricing                  You will have 30 days to make changes once your form has been completed. Any changes that need to be made after 30 days, there will be an additional \$10 fee per page.</p>
"Additional Training"	<p>After the first year of trainings, additional trainings are \$90 per training session up to 1.5 hours per training. May have as many users in one training session as needed. Connecting QuickBooks and My Junna and training on the process and integrations is included at no extra fee. QuickBooks specific training (ex: need help setting up or QuickBooks processes that are not related to My Junna) is at a fee of \$50 per hour. A minimum of one hour is required. Payment is required prior to training. If more than one hour is required, a second session will be set up as needed.</p>

Client name and Title :

Shanna Huber, Owner

\_\_\_\_\_  
 Client Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Shanna Huber Signature Date