Small Business Concierge Program

Our Concierge Service is a one-stop shop that navigates the various business and entrepreneurial resources available across Mecklenburg County, the Charlotte region and the State of North Carolina. Entrepreneurs seeking to start or grow their business can receive customized guidance and expert advice on a variety of business topics.

Mission: To provide FREE EXPERT ASSISTANCE in supporting the entrepreneurs of Mecklenburg County with the highest standard of customer service that will foster growth and vitality to the business community.

Business Resources:

* Finding Funding Sources
* How to Start a Business in NC
* Preparing for Funding
* Finding Contracting Opportunities
* Getting Certified
* Military/Veteran Business Services
* Relocating your Business
* Training your Workforce
* Creating a Business Plan/Strategic Plan
* Registering as a Vendor
* Incorporating your Business in NC
* Marketing Plans
* Taxes and Recordkeeping
* Finding Business Workshops
* Insurance
* Legal Structure
* Market Research
* Understanding QuickBooks
* And many more...
* Non-Profit Assistance

Opening and operating a small business can be difficult, and you may have a multitude of questions and decisions that must be made. Mecklenburg County is committed to your success by being a solution go getter in providing resources and direction for your business’s challenges and successes!

The Concierge Service offers online, phone and in-person service. To learn how your small business can receive customized help contact Mecklenburg County Economic Development Office and speak to Mark Stewart at 980-314-2987 or by cell phone 704-589-9404 and at email: mark.stewart@mecknc.gov
MECKLENBURG COUNTY SMALL BUSINESS CONCIERGE
WEEKDAY, EVENING & WEEKEND SERVICE AREAS

BRANCHES WITH SUNDAY HOURS

Beatties Ford Road Regional
2412 Beatties Ford Road
Charlotte, NC 28216
(704) 416-3000

Main Library
310 North Tryon Street
Charlotte, NC 28202
(704) 416-0100

Morrison Regional
7015 Morrison Boulevard
Charlotte, NC 28211
(704) 416-5400

University City Regional
301 East W.T. Harris Boulevard
Charlotte, NC 28262
(704) 416-7200

Sunday 1:00pm-5:00pm
Monday 9:00am-8:00pm
Tuesday 9:00am-8:00pm
Wednesday 9:00am-8:00pm
Thursday 9:00am-8:00pm
Friday 9:00am-5:00pm
Saturday 9:00am-5:00pm

Branch Holidays
The Library is closed on the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving & Day After Thanksgiving
- Christmas Eve, Christmas Day & Day After Christmas

The Concierge Service offers online, phone and in-person service.

For customized assistance and to make an appointment contact Mecklenburg County Economic Development Office and speak to

Mark Stewart at 980-314-2987 or by cell phone 704-589-9404 and at email: mark.stewart@mecknc.gov

Using your library resource is SMART...
https://www.cmlibrary.org/resources
LIBRARY BRANCHES:

Library Branch Locations

1. Davidson
   119 South Main Street

2. Cornelius
   21105 Catawba Avenue

3. University City Regional
   601 East N.C. Harris Boulevard

4. Beatties Ford Road Regional
   2412 Beatties Ford Road

5. Main Library
   310 North Tryon Street

6. Hickory Grove
   5935 Hickory Grove Road

7. Plaza Midwood
   1623 Central Avenue

8. West Boulevard
   2157 West Boulevard

9. Morrison Regional
   7015 Morrison Boulevard

10. Steele Creek
    13620 Steele Creek Road

Branches with Sunday Hours

- Sunday: 1:00pm-5:00pm
- Monday: 9:00am-8:00pm
- Tuesday: 9:00am-8:00pm
- Wednesday: 9:00am-8:00pm
- Thursday: 9:00am-8:00pm
- Friday: 9:00am-5:00pm

Branches Closed on Sunday

- Monday: 9:00am-8:00pm
- Tuesday: 9:00am-8:00pm
- Wednesday: 9:00am-8:00pm
- Thursday: 9:00am-8:00pm
- Friday: 9:00am-5:00pm
- Saturday: 9:00am-5:00pm

CONTACTS FOR GETTING REGISTERED AS A VENDOR AND SEEKING CERTIFICATION WITH MECKLENBURG COUNTY AND THE CITY OF CHARLOTTE

NaTasha Smith, MBA
Certification Specialist
Charlotte Business Incorporation
600 East Fourth Street, 18th Floor
Charlotte, NC 28202
Tel: 704-432-7300 Fax: 704-432-7311
nsmith@charlotte.gov
www.charlotte.gov

Kimberly Tibbs
Certification Specialist
Management & Financial Services
Charlotte Business Incorporation
600 East Fourth Street, 18th Floor
Charlotte, NC 28202
Tel: 704-432-3386 Fax: 704-432-3434
ktibbs@charlotte.gov
www.charlotte.gov

JAMILA B. DAVID
MWSBE Program Manager
Office of Economic Development
Mecklenburg County Government
600 East 4th Street
2nd Floor, Suite C206
Charlotte, NC 28202
jamiladavis@MeckNC.gov
www.mecknc.gov
**Mission:** Mecklenburg County’s Business Lending & Credit Coaching seeks to stimulate business investment, create and retain jobs, and provide increased opportunities for small businesses to obtain the capital they need to be successful

**Services include:**
- A global financial assessment of the business and owner
- Help with developing a credit building program for entrepreneurs
- Fine tuning business plans and financial projections
- Providing general audits of business and financial plans
- Help identifying and evaluating risks inherent to client’s industry and perform analysis of management, strategies, and goals
- Assist business owners and entrepreneurs to find financing that fits their needs and aligns with the financial institution’s lending objectives

The goal is to assist small businesses in Mecklenburg County with preparing and accessing financing that makes good economic and business sense. We achieve this goal by working in collaboration with financial institutions, technical assistance providers, and other partners.

For More Information, please contact: Fred A. Atiemo: 980.314.2757
Fred.Atiemo@MeckNC.gov

**Minority, Women, Small Business Enterprise**

**Mission:** To increase participation of minorities, women, and small businesses in Mecklenburg County business opportunities through outreach, training, and partnerships.

It is the **policy** of Mecklenburg County to provide women, minorities, and small businesses equal opportunity to participate in construction and professional services contracts. Through the MWSBE program, the County has set aspirational goals for participation by women, minorities, and small businesses.

**Eligibility**
To be eligible to participate in Mecklenburg County’s Minority, Women and Small Business Enterprises Program, a business must meet certain criteria. These criteria are:
- The business must be 51% owned and operated by a minority, woman, or small business owner
- The business must be certified. Mecklenburg County does not provide certification, but will accept certifications from the following:
  - City of Charlotte – Charlotte Business INClusion (CBI)
  - North Carolina Office of Historically Underutilized Businesses (HUB)
  - North Carolina Department of Transportation (NCDOT)

For More Information, please contact: Jamila R. Davis: 980.314.2940
Jamila.Davis@MeckNC.gov
Are you an ENTREPRENEUR looking to grow your business? Does your business need a facelift, curb appeal or new equipment?

The Small Business Loan program, a partnership with Mecklenburg County and Carolina Small Business Development Fund, aims to empower entrepreneurs like you to grow their business by applying for up to $75,000 in financing to meet your business needs.

To qualify, your business must be:
- Located in Mecklenburg County
- Have an annual revenue under $1M
- Not have open tax liens, unpaid judgments, or principal and business bankruptcy in the past 5 years

**Loan Terms:**
- **Loan Amount:** Up to $75,000
- **Interest Rate:** Prime + 2%, fixed at closing
- **Term:** Up to seven years, depending on economic life of the underlying collateral. The term may be longer, up to 10 years.

**Amortization:**
- For working capital, bridge loan and equipment purchases, the amortization period shall mirror the loan term. For real estate related ventures, the amortization period may be extended to 15 years, with a 10-year term.

**Loan Repayment:** Payments begin one month after the loan closes. Up to six months of interest-only payments may be allowed.

**Origination Fee:** 2% of the loan amount or $500, whichever is less

**Documentation Fee:** $250

**Personal Guarantee:** Any person or entity with 10% or more ownership in the business

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**MECKLENBURG COUNTY Office of Economic Development**

**Carolina Small Business Development Fund**

[Link to carolinasmallbusiness.org](http://carolinasmallbusiness.org)

3120 Highwoods Blvd., Suite 170
Raleigh, NC 27604
919.863.143

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**FRED A. ATIEMO**
Business Lending & Credit Coaching Manager
Office of Economic Development

Mecklenburg County Government
600 East Fourth Street
Second Floor, Suite 226
Charlotte, NC 28202

Phone 980-314-2757
Cell 704-534-3442

Fred.Atiemo@MeckNC.gov

www.mecknc.gov
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Expansion Funding Corporation (BEFACOR)</td>
<td>1070 Fairview Road Suite 218</td>
<td>Charlotte</td>
<td>28215</td>
<td>(704) 414-0000</td>
<td><a href="http://www.befacor.com/">http://www.befacor.com/</a></td>
</tr>
<tr>
<td>CapitalSouth Partners Fund I, L.P.</td>
<td>2515 Meridian Plaza Suite 200</td>
<td>Durham</td>
<td>27713</td>
<td>(919) 806-6500</td>
<td></td>
</tr>
<tr>
<td>CapitalSouth Partners Fund II, L.P.</td>
<td>4201 Congress Street Suite 580</td>
<td>Charlotte</td>
<td>28209</td>
<td>(704) 376-5502</td>
<td></td>
</tr>
<tr>
<td>Charlotte Regional Business Alliance</td>
<td>130 South Tryon Street</td>
<td>Charlotte</td>
<td>28202</td>
<td>(704) 319-1300</td>
<td></td>
</tr>
<tr>
<td>Chamber of Commerce - Charlotte LGBT</td>
<td>not listed</td>
<td>Charlotte</td>
<td>28201</td>
<td>(704) 877-4155</td>
<td><a href="http://www.charlottepride.org/">http://www.charlottepride.org/</a></td>
</tr>
<tr>
<td>Chamber of Commerce - Charlotte Mecklenburg Black</td>
<td>121 Church Street Suite 500</td>
<td>Charlotte</td>
<td>28202</td>
<td>(704) 319-2103</td>
<td><a href="http://www.charlottemecklenburgblack.org/">http://www.charlottemecklenburgblack.org/</a></td>
</tr>
<tr>
<td>Chamber of Commerce - Latin-American</td>
<td>14-C Sumbach Road</td>
<td>Charlotte</td>
<td>28209</td>
<td>(704) 243-5225</td>
<td><a href="http://www.latincharlotte.com/">http://www.latincharlotte.com/</a></td>
</tr>
<tr>
<td>Chamber of Commerce - Matthews</td>
<td>130 Matthews Avenue Street</td>
<td>Matthews</td>
<td>28105</td>
<td>(704) 884-2449</td>
<td></td>
</tr>
<tr>
<td>Chamber of Commerce - Mint Hill</td>
<td>3501 Matthews Mint Hill Road Suite 107-5</td>
<td>Mint Hill</td>
<td>28207</td>
<td>(704) 573-6282</td>
<td><a href="http://www.minthillchamber.com/">http://www.minthillchamber.com/</a></td>
</tr>
<tr>
<td>Charlotte Business NCation</td>
<td>600 East 4th Street</td>
<td>Charlotte</td>
<td>28202</td>
<td>(704) 316-4317</td>
<td><a href="http://www.charlottebncation.com/">http://www.charlottebncation.com/</a></td>
</tr>
<tr>
<td>Charlotte Mecklenburg Library</td>
<td>6400 Campus Facility Place</td>
<td>Charlotte</td>
<td>28210</td>
<td>(704) 344-6576</td>
<td></td>
</tr>
<tr>
<td>Commonwealth Virginia Small Business Consortium</td>
<td>100 East 5th St</td>
<td>Charlotte</td>
<td>28202</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Withholding (U.S. Internal Revenue Service)</td>
<td>not listed</td>
<td>Raleigh</td>
<td>27603</td>
<td>(800) 829-1040</td>
<td><a href="http://www.irs.gov">www.irs.gov</a></td>
</tr>
<tr>
<td>Fontaine Fund I, L.P.</td>
<td>1312 Metropolitan Avenue Suite 1050</td>
<td>Charlotte</td>
<td>28208</td>
<td>(704) 415-2380</td>
<td></td>
</tr>
<tr>
<td>Fox Polk &amp; Partners L.P.</td>
<td>4725 Piedmont Row Drive Suite 421</td>
<td>Charlotte</td>
<td>28211</td>
<td>(704) 945-2501</td>
<td><a href="http://www.hambrocapital.com/">http://www.hambrocapital.com/</a></td>
</tr>
<tr>
<td>Lake Norman Small Business Network</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mecklenburg County Health Department</td>
<td>126 Rhythm Road</td>
<td>Charlotte</td>
<td>28204</td>
<td>(704) 336-6040</td>
<td></td>
</tr>
<tr>
<td>Mecklenburg County Land Use and Environmental Services Agency</td>
<td>2145 Suttle Avenue</td>
<td>Charlotte</td>
<td>28208</td>
<td>(704) 336-7600</td>
<td></td>
</tr>
<tr>
<td>Mecklenburg County Minority, Women, Small Business Enterprise Program</td>
<td>600 East 4th Street - 2nd Floor Suite 226</td>
<td>Charlotte</td>
<td>28202</td>
<td>(980) 319-2103</td>
<td></td>
</tr>
<tr>
<td>National Association of Women Business Owners</td>
<td>1200 Camden Road Suite 107 644</td>
<td>Charlotte</td>
<td>28207</td>
<td>(704) 300-0087</td>
<td><a href="http://www.nawbo.org/">http://www.nawbo.org/</a></td>
</tr>
<tr>
<td>North Carolina WAV Association</td>
<td>8000 Westin Plaza,</td>
<td>Charlotte</td>
<td>28217</td>
<td>(704) 377-0831</td>
<td></td>
</tr>
<tr>
<td>Office of Historically Underutilized Businesses</td>
<td>115 W. Jones Street</td>
<td>Raleigh</td>
<td>27603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parsons Government Affairs</td>
<td>400 W. Hanes Street Suite 510</td>
<td>Charlotte</td>
<td>28203</td>
<td>(704) 373-5670</td>
<td></td>
</tr>
<tr>
<td>Queen City Forward</td>
<td>800 W. 5th Street Suite D</td>
<td>Charlotte</td>
<td>28243</td>
<td>(704) 457-9725</td>
<td><a href="http://www.queencityforward.com/">http://www.queencityforward.com/</a></td>
</tr>
<tr>
<td>Red Brick Partnership</td>
<td>612 W. Main Street</td>
<td>Matthews</td>
<td>28093</td>
<td>(704) 996-7955</td>
<td></td>
</tr>
<tr>
<td>Self-Help Venture Fund</td>
<td>101 W. Main Street</td>
<td>Durham</td>
<td>27701</td>
<td>(919) 566-7955</td>
<td></td>
</tr>
<tr>
<td>Small Business &amp; Technology Development Center</td>
<td>1001 University City Blvd</td>
<td>Charlotte</td>
<td>28202</td>
<td>(704) 187-0460</td>
<td></td>
</tr>
<tr>
<td>Small Business Center at Central Piedmont Community College</td>
<td>1112 Charlotte Avenue</td>
<td>Charlotte</td>
<td>28204</td>
<td>(704) 330-4882</td>
<td><a href="http://www.charlottebusinessresources.com/">http://www.charlottebusinessresources.com/</a></td>
</tr>
<tr>
<td>Social Security Administration</td>
<td>not listed</td>
<td>Raleigh</td>
<td>27603</td>
<td>(800) 772-1213</td>
<td><a href="http://www.ssa.gov">www.ssa.gov</a></td>
</tr>
<tr>
<td>Small Business Center at Central Piedmont Community College</td>
<td>145 C, Scaleybark Rd.</td>
<td>Charlotte, NC 28209</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Piedmont Community College PO Box 28235</td>
<td><a href="http://www.cpcc.edu/sbc">www.cpcc.edu/sbc</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SMALL BUSINESS CENTER (CPCC)**

Executive Director: Renee Hode
Central Piedmont Community College
Central Campus, Hall Professional Development Building
PO Box 35009 Charlotte, NC  28235
P: 704.330.6832 F: 704.330.6852

www.cpcc.edu/sbc

**PROSPERA ADVANCING HISPANIC BUSINESS**

Jose D. Alvarez – Vice President
145 C, Scaleybark Rd. Charlotte, 28209
Phone: (980) 729-8273
contactNC@prosperausa.org

**MILITARY & VETERAN RESOURCES:**

https://www.milvets.nc.gov/resource-guide

This Resource Guide is produced and published by the North Carolina Department of Military and Veterans Affairs to assist and educate veterans in learning about state and federal veteran benefits.

The 2019 DMVA Resource Guide is available for download below in PDF format. You can download the entire guide (208 pages), or, just view those sections that interest you.
**PART I: Client Intake:**

<table>
<thead>
<tr>
<th>Client Name (Last, First, M):</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Primary:</td>
<td>Street Address/PO Box (Give business address if currently in business):</td>
</tr>
<tr>
<td>Secondary:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip:</td>
</tr>
</tbody>
</table>

**Type of Contact:**
- [ ] Face to Face
- [ ] Online
- [ ] Telephone
- [ ] Other

**Date:** ________________

**PART II: Client Intake:** (To be completed by all Clients)

<table>
<thead>
<tr>
<th>Race (Mark one or more):</th>
<th>Client Ethnicity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native American or Alaskan Native</td>
<td>White</td>
</tr>
<tr>
<td>Native Hawaiian or another Pacific Islander</td>
<td>Black or African American</td>
</tr>
<tr>
<td>Asian</td>
<td>Hispanic Origin: Not of Hispanic Origin</td>
</tr>
</tbody>
</table>

**Gender:**
- [ ] Male
- [ ] Female

**Do you consider yourself a person with a disability?**
- [ ] No
- [ ] Yes

| Veteran Status:                                               | Military Status:                |
|                                                              | Member of Reserve or National Guard |
| Non-Veteran                                                  | On Active Duty                  |
| Service-Disabled Veteran                                     |                                |
| Veteran                                                      |                                |

**Are you currently in Business?**
- [ ] Yes
- [ ] No

**Type of Business:**

<table>
<thead>
<tr>
<th>Name of business:</th>
<th>Business Ownership: What percentage of your business is male or female owned?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Male   % Female</td>
</tr>
</tbody>
</table>

**Date Business Started:**

<table>
<thead>
<tr>
<th>MM/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Do you conduct business online?**
- [ ] Yes
- [ ] No

**Are you a Home-Based Business?**
- [ ] Yes
- [ ] No

**Are you 8(a) certified?**
- [ ] Yes
- [ ] No

**Total No. of Employees**

<table>
<thead>
<tr>
<th>Full Time:</th>
<th>Part Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**For your most recent full year, what were your:**

<table>
<thead>
<tr>
<th>Gross revenues/Sales $</th>
<th>+Profits/-Losses $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What is the legal entity of your Business?**

- [ ] Sole Proprietorship
- [ ] Corporation
- [ ] LLC
- [ ] S-Corporation
- [ ] Partnership
- [ ] Other (specify)_

**Describe specific assistance requested in the space provided (choose a primary category):**

<table>
<thead>
<tr>
<th>Start-up assistance (How do I start a small bus.)</th>
<th>Human Resources/Managing Employees</th>
<th>Marketing/Sales (promotion, Market research, Pricing, etc.)</th>
<th>Technology/Computers (eCommerce using the Internet to do business)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Plan</td>
<td>Customer Relations</td>
<td>Government Contracting (including certifications)</td>
<td>Legal Issues (such as, should I incorporate?)</td>
</tr>
<tr>
<td>Financing Capital (such as applying for a loan, building equity capital)</td>
<td>Business Accounting/Budget</td>
<td>Franchising</td>
<td>International Trade</td>
</tr>
<tr>
<td>Managing a Business</td>
<td>Cash Flow Management</td>
<td>Buy/Sell Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax Planning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Assistance:**

<table>
<thead>
<tr>
<th>Business Size:</th>
<th>Company FEIN/EIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is your company interested in becoming a vendor with Mecklenburg County?</td>
</tr>
<tr>
<td>Disadvantaged Small (Not Certified Certified SDB)</td>
<td>Yes</td>
</tr>
<tr>
<td>SBA 8(a) Certified</td>
<td>Minority-Owned Small</td>
</tr>
<tr>
<td>Other Small</td>
<td></td>
</tr>
</tbody>
</table>

**Is Business in a HUBZone:**
- [ ] No
- [ ] Located in HUBZone Only
- [ ] Certified

**HUBZone? Date Certified:** ____________

**Product Service Codes (PSCs):**

<table>
<thead>
<tr>
<th>Standard Industrial Classification SICs:</th>
<th>North American Industrial Classification (NAICS):</th>
</tr>
</thead>
</table>
As a new client of the Mecklenburg County Office of Economic Development, you have certain rights and responsibilities:

You have a right to expect:

• Prompt, courteous, and professional services:
• to be advised if the Mecklenburg County Office of Economic Development is unable to provide service within the time frame required. Be aware that due to the demand for services, cases must often be prioritized by need and training may be recommended before assistance is provided.
• All information shared with the Mecklenburg County Office of Economic Development and any of its resources, to the extent allowed by law, will be held in strictest confidence. No information provided by you will be used to the commercial advantage of any staff member, consultant, or other resource of the Mecklenburg County Office of Economic Development or to the benefit of any third party.
• That your client status with the Mecklenburg County Office of Economic Development will remain confidential. No public use of your name, address, or business identity will be made without your prior approval. Be aware however, that Mecklenburg County is a governmental entity and must comply with North Carolina public records laws. These laws are found at G.S. 132.1 et. seq.

Our role is to provide assistance to small business owners and those planning to go into business. We will not make business decisions or judgments for you, though we will make recommendations and suggestions as appropriate. These will be based upon our best efforts to apply the experience and resources available to us to assist you in making your own business decisions.

The services provided to you are a part of an effort of the Mecklenburg County Office of Economic Development and its partner to respond to the growing needs of the small business community in an effort to positively affect the economy of Mecklenburg County. They are not intended to compete with, replace, or be a substitute for services available from the private sector. Clients whose needs can be more fully met by private sector practitioners or firms are encouraged to use those resources.

In consideration of the services offered by the Mecklenburg County Office of Economic Development you agree to waive all claims against the Mecklenburg County Office of Economic Development, and to hold harmless Mecklenburg County, its constituent institutions, elected officials, staff, or any other resources employed by or used in connection with these services. You will also be expected to cooperate with the Mecklenburg County Office of Economic Development in its efforts to assure the quality and effectiveness of the assistance offered.

For services provided you will be asked by the Mecklenburg County Office of Economic Development to complete a written evaluation of the services provided. In addition, all clients will be asked to complete an Economic Impact Verification form that documents the assistance provided by the Mecklenburg County Office of Economic Development. Your response to all of these inquiries will be greatly appreciated.

REQUEST FOR CONSULTATION

Mecklenburg County Office of Economic Development Agreement:
I request business consultation service from the Mecklenburg County Office of Economic Development. I have read and understand the Client Rights and Responsibility Statement. I agree to cooperate should I be selected to participate in surveys designed to evaluate Mecklenburg County Office of Economic Development services.

I permit the Mecklenburg County Office of Economic Development to use of my name and address for surveys and information mailings regarding products and services (☐ Yes  ☐ No).

Subject to North Carolina Public Record’s Laws, I understand that any information disclosed will be held in strict confidence. The Mecklenburg County Office of Economic Development will not sell your personal information to commercial entities. I authorize the Mecklenburg County Office of Economic Development to furnish relevant information to business resource partners.

I further understand that Mecklenburg County Office of Economic Development agrees not to:
1) recommend goods or services from sources in which he/she has an interest, and
2) accept fees or commissions from this assistance. In consideration of the Mecklenburg County Office of Economic Development furnishing management or technical assistance, I waive all claims against Mecklenburg County, the Office of Economic Development staff, and that of its Resource Partners and host organizations, arising from this assistance.

*_________________________________________________________  *__________________________________
Client Signature                          Date

*_________________________________________________________
Mecklenburg County Office of Economic Development Personnel Signature