

Standard Billing and Expense Reimbursement Practices

FG's standard billing practice is to invoice clients in accordance with provisions in Statements of Work, Consulting Agreements or Engagement Letters. Any questions with respect to invoicing or billing should be directed to invoices@fgcompanies.com.

Unless otherwise agreed with clients in a specific engagement, when billing on an hourly basis, FG employees will bill travel time at the hourly rate (unless work for other clients is being done during such travel time).

With respect to expense reimbursement, whenever requested and possible, FG will comply with the reimbursing clients' travel and expense policies with respect to class of airline or train travel and lodging type.