MASTER TOOLKIT • APPENDIX A

The Sovereign Retainer Agreement Template

The exact, legally binding contractual terms that eliminate scope creep, mandate 100% upfront auto-debit, and enforce strict asynchronous boundaries.

CLAUSE 01: Scope of Sovereign Advisory (Non-Labor Representation)

CORE SCOPE

“Client acknowledges that Advisor provides clinical diagnostic strategy, architecture governance, and milestone reviews. Advisor does not provide hands-for-hire task execution, open-ended copy drafting, or general administrative labor. All deliverables are governed by designated 14-day sprint milestones.”

CLAUSE 02: Upfront Capital Terms & Auto-Debit Mandate

CAPITAL TERMS

“All monthly retainer investments (₹2,50,000 / month) are due and collected 100% in advance via automated bank mandate on the 1st day of each billing cycle. Advisor reserves the right to suspend all advisory access and milestone reviews if capital is not received within 48 hours of invoice generation. Zero net-30 terms.”

CLAUSE 03: The Asynchronous Review Window (72-Hour Rule)

OPERATIONAL BOUNDARY

“Advisor delivers all milestone strategic teardowns via structured video walkthroughs (Loom) and dedicated Notion sprint portals. Client agrees to consolidate all internal team feedback into a single written response within seventy-two (72) business hours. If no feedback is submitted within 72 hours, the sprint is deemed certified and advances.”

CLAUSE 04: Communication Boundaries (Zero-Chat Perimeter)

TIME SANCTUARY

“To preserve executive focus, Advisor does not participate in Client internal Slack, Teams, or WhatsApp chat groups. All strategic queries must be submitted through the designated Client Portal. Response times are governed by designated 48-hour Tuesday/Thursday advisory batches.”

THE SOVEREIGN ENFORCEMENT AXIOM

Never soften these clauses to appease a hesitant prospect. A client who resists upfront terms or structured boundaries is signaling that they intend to micromanage your time and delay your invoices. Filter them out immediately.

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