

ADVISORY BOARD SERVICES AGREEMENT

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ADVISORY BOARD SERVICES AGREEMENT

WAIMI - Advisory Board Member Contract Template

PARTIES

This Advisory Board Services Agreement (“Agreement”) is entered into as of _____ (“Effective Date”) by and between:

COMPANY: WAIMI Address: [Company Address] Email: Holly@WAIMI.xyz, Craig@WAIMI.xyz (“Company” or “WAIMI”)

ADVISOR: Name: _____ Title:

_____ Address:
_____ Email:
_____ Phone:
_____ (“Advisor”)

(Collectively referred to as the “Parties”)

RECITALS

WHEREAS, Company is engaged in the business of providing AI-powered business planning and strategic consulting services;

WHEREAS, Advisor possesses unique expertise, experience, and industry relationships that would be valuable to Company’s growth and success;

WHEREAS, Company desires to engage Advisor as a member of its Advisory Board to provide strategic guidance, advice, and support;

WHEREAS, the Parties wish to establish the terms and conditions of Advisor’s engagement, including equity compensation, time commitment, and responsibilities;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. ADVISORY ROLE AND RESPONSIBILITIES

1.1 Advisory Position

Advisor agrees to serve as a member of Company’s Advisory Board in the capacity of:

[ADVISORY POSITION TITLE] - [e.g., Chief Technology Advisor] - [e.g., Go-to-Market Strategy Advisor] - [e.g., Financial Strategy Advisor] - [e.g., Product Strategy Advisor] - [e.g., AI Ethics & Responsible AI Advisor]

1.2 Scope of Advisory Services

Advisor shall provide strategic guidance and advice to Company in the following areas:

[CUSTOMIZE BASED ON ADVISOR ROLE]

General Advisory Responsibilities: - Provide strategic advice and guidance to Company's leadership team - Share industry expertise, insights, and best practices - Offer perspective on key business decisions and challenges - Leverage professional network for Company's benefit - Participate in Advisory Board meetings and discussions - Review and provide feedback on strategic initiatives - Support Company's growth and success objectives

Specific Advisory Focus Areas: - [Area 1 - e.g., Technology strategy and architecture] - [Area 2 - e.g., Go-to-market planning and execution] - [Area 3 - e.g., Financial planning and fundraising] - [Area 4 - e.g., Product development and innovation] - [Area 5 - e.g., AI ethics and responsible AI practices]

1.3 Time Commitment

Advisor agrees to dedicate approximately **3-4 hours per month** to advisory activities, including:

Regular Commitments: - Quarterly Advisory Board meetings (1-2 hours each) - Monthly check-in calls or emails with CEO/leadership team - Ad-hoc consultations as needed and mutually agreed - Review of strategic documents and materials

Flexible Availability: - Advisor shall make reasonable efforts to be available for urgent matters - Additional time may be required during critical periods (fundraising, major decisions) - Time commitment may be adjusted by mutual agreement

Meeting Participation: - Attend at least 75% of scheduled Advisory Board meetings - Participate via video conference if in-person attendance not possible - Provide advance notice if unable to attend scheduled meetings

1.4 Nature of Relationship

Advisor acknowledges and agrees that: - This is an advisory relationship, not an employment relationship - Advisor has no management authority or decision-making power - Advisor's role is to provide guidance and recommendations - Final decisions rest with Company's leadership and board of directors - Advisor is not expected to perform operational or hands-on work

2. TERM AND TERMINATION

2.1 Initial Term

This Agreement shall commence on the Effective Date and shall continue for an initial term of **2 years** (“Initial Term”), unless earlier terminated in accordance with this Section 2.

2.2 Renewal

Upon expiration of the Initial Term, this Agreement may be renewed for additional **1-year** terms by mutual written agreement of the Parties.

2.3 Termination by Either Party

Either Party may terminate this Agreement:

With Notice: - Upon **30 days’ prior written notice** to the other Party - For any reason or no reason - No cause required for termination

Immediate Termination: - By mutual written agreement of both Parties - Upon death or incapacity of Advisor - Upon dissolution or bankruptcy of Company

2.4 Termination for Cause

Company may terminate this Agreement immediately for Cause, defined as: - Material breach of this Agreement (uncured after 15 days’ notice) - Fraud, embezzlement, or theft - Conviction of a felony or crime involving moral turpitude - Gross negligence or willful misconduct - Breach of confidentiality obligations - Conduct that materially damages Company’s reputation - Conflict of interest that cannot be resolved

Advisor may terminate this Agreement immediately for Cause, defined as: - Material breach of this Agreement by Company (uncured after 15 days’ notice) - Company’s failure to pay equity compensation as agreed - Material misrepresentation by Company

2.5 Effect of Termination

Upon termination of this Agreement:

Equity Treatment: - **Termination by Advisor (Voluntary):** All unvested equity is forfeited; vested equity remains - **Termination by Company for Cause:** All unvested equity is forfeited; vested equity

remains - **Termination by Company without Cause:** Accelerated vesting of **3 months** additional equity; all vested equity remains - **Termination by Advisor for Cause:** Accelerated vesting of **3 months** additional equity; all vested equity remains

Immediate Obligations: - Advisor shall return all Company property and confidential materials - Advisor shall cease using Advisory Board title in external communications - Advisor shall provide reasonable transition assistance (up to 15 days) - Advisor shall continue to maintain confidentiality obligations

Ongoing Rights: - Advisor retains all vested equity - Advisor may exercise vested stock options per Company's stock option plan - Confidentiality and non-disparagement obligations continue indefinitely

2.6 Survival

Sections 3 (Equity Compensation), 5 (Intellectual Property), 6 (Confidentiality), 8 (Non-Compete and Non-Solicitation), 9 (Indemnification), and 12 (General Provisions) shall survive termination of this Agreement.

3. EQUITY COMPENSATION

3.1 Equity Grant

As compensation for advisory services, Advisor shall receive equity in Company as follows:

Equity Amount: [**EQUITY PERCENTAGE**]% of Company's fully diluted capitalization - [e.g., 0.60-0.75% for Chief Technology Advisor] - [e.g., 0.50-0.65% for Go-to-Market Strategy Advisor] - [e.g., 0.50-0.65% for Financial Strategy Advisor] - [e.g., 0.40-0.55% for Product Strategy Advisor] - [e.g., 0.25-0.40% for AI Ethics Advisor]

Equity Form: - Common Stock, Restricted Stock, or Stock Options (as determined by Company) - Subject to vesting schedule set forth in Section 3.2 - Subject to Company's standard equity documentation

Fully Diluted Basis: - Equity percentage calculated on fully diluted basis - Includes all outstanding shares, options, warrants, and convertible securities - Subject to adjustment for stock splits, dividends, and similar events

3.2 Vesting Schedule

Vesting Period: 2 years from Effective Date

Vesting Structure: - **Monthly Vesting:** Equity vests in equal monthly installments over 24 months - **No Cliff:** Vesting begins immediately on month 1 - **Vesting Calculation:** 4.167% of total equity grant vests per month

Example Vesting Timeline (for 0.60% equity grant): - Month 1: 0.025% vested (4.167% of 0.60%) - Month 6: 0.15% vested (25% of 0.60%) - Month 12: 0.30% vested (50% of 0.60%) - Month 18: 0.45% vested (75% of 0.60%) - Month 24: 0.60% fully vested (100%)

Vesting Conditions: - Vesting contingent on continued service as Advisor - Vesting stops upon termination (except as provided in Section 2.5) - Vesting continues during temporary absences or reduced availability

3.3 Vesting Acceleration

Single-Trigger Acceleration (Change of Control): Upon a Change of Control (as defined below), **50%** of Advisor's unvested equity shall immediately vest.

Double-Trigger Acceleration: If Advisor is terminated without Cause within **6 months** following a Change of Control, **100%** of Advisor's unvested equity shall immediately vest.

Change of Control Definition: - Sale of substantially all Company assets - Merger or consolidation resulting in less than 50% ownership by existing shareholders - Sale of more than 50% of Company's voting securities - Any transaction resulting in change of control of Company's board of directors

3.4 Equity Documentation

Advisor's equity shall be documented through: - Stock Option Agreement or Restricted Stock Agreement - Company's Stock Option Plan or Equity Incentive Plan - Board resolutions approving equity grant - Any other standard Company equity documentation

Advisor agrees to execute all documents reasonably necessary to effectuate the equity grant within **30 days** of the Effective Date.

3.5 No Cash Compensation

Advisor acknowledges and agrees that: - Equity is the sole form of compensation for advisory services - No cash fees, salaries, or hourly payments will be provided - Reasonable expenses may be reimbursed

per Section 3.6 - This is standard practice for startup advisory board members

3.6 Expense Reimbursement

Company shall reimburse Advisor for reasonable and necessary expenses incurred in connection with advisory services, including: - Travel expenses for in-person Advisory Board meetings - Accommodation and meals for multi-day meetings - Other expenses pre-approved by Company in writing

Reimbursement Process: - Submit expense reports with receipts within 30 days - Expenses over \$[AMOUNT] require pre-approval - Reimbursement within 30 days of submission - Expenses must comply with Company's expense policy

4. INDEPENDENT CONTRACTOR RELATIONSHIP

4.1 Independent Contractor Status

Advisor is an independent contractor and not an employee, partner, or agent of Company. Nothing in this Agreement shall be construed to create an employment, partnership, joint venture, or agency relationship between the Parties.

4.2 No Benefits

Advisor is not entitled to any employee benefits, including: - Health insurance - Retirement benefits - Paid time off - Workers' compensation - Unemployment insurance - Other fringe benefits

4.3 Taxes

Advisor acknowledges and agrees that: - Advisor is responsible for all taxes related to equity compensation - Company will not withhold taxes from equity grants - Company will issue appropriate tax forms (e.g., 1099) as required by law - Advisor should consult with tax advisor regarding tax implications

4.4 Other Clients and Activities

Advisor may provide services to other clients and engage in other professional activities, provided that such activities do not: - Conflict with Advisor's obligations under this Agreement - Involve direct

competitors of Company (as defined in Section 8) - Interfere with Advisor's ability to provide advisory services to Company - Violate confidentiality or non-compete obligations

5. INTELLECTUAL PROPERTY

5.1 Ownership of Work Product

Any work product, ideas, suggestions, recommendations, or other materials provided by Advisor to Company ("Advisory Materials") shall be the sole and exclusive property of Company.

5.2 Assignment of Rights

To the extent any Advisory Materials constitute intellectual property, Advisor hereby assigns, transfers, and conveys to Company all rights, title, and interest in and to such Advisory Materials, including all intellectual property rights therein.

5.3 Limited Scope

Notwithstanding Sections 5.1 and 5.2: - Advisor retains ownership of pre-existing intellectual property - Advisor retains ownership of general knowledge, skills, and experience - Advisor may use general concepts and ideas in other contexts - Assignment applies only to specific Advisory Materials created for Company

5.4 License to Pre-Existing IP

If Advisor incorporates any pre-existing intellectual property into Advisory Materials, Advisor grants Company a non-exclusive, perpetual, irrevocable, worldwide, royalty-free license to use such pre-existing IP in connection with Company's business.

5.5 Further Assurances

Advisor agrees to execute any documents reasonably necessary to perfect Company's ownership of Advisory Materials, including assignments and registrations.

6. CONFIDENTIALITY

6.1 Confidential Information

“Confidential Information” means all non-public information disclosed by Company to Advisor, including but not limited to: - Business plans, strategies, and financial information - Customer and prospect lists and information - Technology, software, and algorithms - Marketing plans and strategies - Trade secrets and proprietary information - Product roadmaps and development plans - Employee and contractor information - Investor information and cap table - Board discussions and materials - Any information marked as confidential or that reasonably should be understood as confidential

6.2 Confidentiality Obligations

Advisor agrees to: - Hold all Confidential Information in strict confidence - Not disclose Confidential Information to any third party without Company’s prior written consent - Use Confidential Information only for the purpose of providing advisory services - Protect Confidential Information with at least the same degree of care used to protect Advisor’s own confidential information, but in no event less than reasonable care - Not use Confidential Information for personal benefit or the benefit of third parties

6.3 Exceptions

Confidential Information does not include information that: - Is or becomes publicly available through no breach by Advisor - Was rightfully in Advisor’s possession prior to disclosure by Company - Is rightfully received from a third party without breach of confidentiality - Is independently developed by Advisor without use of or reference to Confidential Information - Is required to be disclosed by law, regulation, or court order (with prompt notice to Company)

6.4 Return of Information

Upon termination of this Agreement or upon Company’s request, Advisor shall: - Promptly return or destroy all Confidential Information - Delete all electronic copies from personal devices and systems - Certify in writing compliance with return/destruction obligations - Continue to maintain confidentiality of all Confidential Information

6.5 Survival

The confidentiality obligations set forth in this Section 6 shall survive termination of this Agreement indefinitely for trade secrets and for **five (5) years** for other Confidential Information.

7. REPRESENTATIONS AND WARRANTIES

7.1 Advisor Representations

Advisor represents and warrants that:

- a. **Authority:** Advisor has full power and authority to enter into this Agreement and provide advisory services;
- b. **No Conflicts:** The execution and performance of this Agreement does not conflict with any other agreement or obligation to which Advisor is a party;
- c. **Qualifications:** Advisor possesses the necessary expertise, experience, and qualifications to provide the advisory services;
- d. **Compliance:** Advisor will comply with all applicable laws and regulations in providing advisory services;
- e. **No Restrictions:** Advisor is not subject to any non-compete, non-solicitation, or confidentiality obligations that would prevent performance of advisory duties;
- f. **Accuracy:** All information provided to Company is true, accurate, and complete;
- g. **No Litigation:** There is no pending or threatened litigation that would prevent Advisor from performing advisory services.

7.2 Company Representations

Company represents and warrants that:

- a. **Authority:** Company has full power and authority to enter into this Agreement;
 - b. **Valid Formation:** Company is duly organized and validly existing;
 - c. **Equity Grant:** Company has authority to grant equity to Advisor as set forth herein;
 - d. **No Conflicts:** This Agreement does not conflict with Company's governing documents or other agreements;
 - e. **Disclosure:** Company has disclosed all material information relevant to Advisor's decision to enter into this Agreement.
-

8. NON-COMPETE AND NON-SOLICITATION

8.1 Non-Compete

During Advisory Term: During the term of this Agreement, Advisor shall not: - Directly compete with Company in the same market - Provide advisory services to direct competitors of Company - Invest in or become affiliated with direct competitors (except passive investments <5% in publicly traded companies)

Post-Termination: For **[12 months]** following termination, Advisor shall not: - Start or operate a business that directly competes with Company - Provide services to direct competitors in the same capacity as provided to Company - Use Company's Confidential Information to compete with Company

Competitor Definition: A "direct competitor" means any business that provides AI-powered business planning services, strategic consulting services, or business plan development services to entrepreneurs and small businesses in the same geographic markets as Company.

Reasonable Scope: Advisor acknowledges that this non-compete is limited to: - Direct competition only (not general industry participation) - Same services and markets as Company - Reasonable duration (12 months) - Protection of Company's legitimate business interests

8.2 Non-Solicitation of Customers

During the term and for **[12 months]** following termination, Advisor shall not: - Solicit or attempt to solicit any customer or client of Company for competing services - Divert or attempt to divert any business from Company - Interfere with Company's customer relationships - Use customer lists or information obtained through advisory role for competing purposes

8.3 Non-Solicitation of Employees

During the term and for **[12 months]** following termination, Advisor shall not: - Solicit or recruit any employee, contractor, or advisor of Company - Encourage any team member to leave Company - Hire any person who was affiliated with Company within the preceding **[6 months]**

8.4 Non-Disparagement

Advisor agrees not to make any disparaging or negative statements about Company, its products, services, or team members, whether during or after the term of this Agreement. Company agrees not to make any disparaging statements about Advisor.

8.5 Reasonableness and Reformation

The Parties acknowledge that the restrictions set forth in this Section 8 are reasonable in scope, duration, and geographic area, and are necessary to protect Company's legitimate business interests. If any restriction is found to be unenforceable, it shall be reformed to the maximum extent permitted by law.

9. INDEMNIFICATION

9.1 Company Indemnification of Advisor

Company shall indemnify, defend, and hold harmless Advisor from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Advisor's service on the Advisory Board, except to the extent such claims arise from: - Advisor's fraud, willful misconduct, or gross negligence - Advisor's breach of this Agreement - Advisor's violation of law - Acts outside the scope of Advisor's advisory role

9.2 Advisor Indemnification of Company

Advisor shall indemnify, defend, and hold harmless Company from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to: - Advisor's breach of this Agreement - Advisor's fraud, willful misconduct, or gross negligence - Advisor's violation of law - Advisor's breach of confidentiality obligations - Any claim that Advisory Materials infringe upon third-party intellectual property rights

9.3 Indemnification Procedure

The indemnified party shall: - Promptly notify the indemnifying party of any claim - Cooperate with the indemnifying party in the defense of the claim - Allow the indemnifying party to control the defense and settlement of the claim (subject to the indemnified party's approval of any settlement that affects its rights or interests)

10. LIMITATION OF LIABILITY

10.1 Limitation

EXCEPT FOR BREACHES OF CONFIDENTIALITY, INTELLECTUAL PROPERTY INFRINGEMENT, OR WILLFUL MISCONDUCT, IN NO EVENT SHALL EITHER PARTY'S TOTAL LIABILITY UNDER THIS AGREEMENT EXCEED THE FAIR MARKET VALUE OF THE EQUITY GRANTED TO ADVISOR UNDER THIS AGREEMENT.

10.2 Exclusion of Consequential Damages

EXCEPT FOR BREACHES OF CONFIDENTIALITY, INTELLECTUAL PROPERTY INFRINGEMENT, OR WILLFUL MISCONDUCT, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES, INCLUDING LOST PROFITS, LOST REVENUE, OR LOST DATA, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10.3 Exceptions

The limitations set forth in this Section 10 shall not apply to: - Breaches of confidentiality obligations - Intellectual property infringement claims - Indemnification obligations - Willful misconduct or gross negligence - Violations of law

11. DISPUTE RESOLUTION

11.1 Negotiation

In the event of any dispute arising out of or relating to this Agreement, the Parties shall first attempt to resolve the dispute through good faith negotiations between Advisor and Company's CEO.

11.2 Mediation

If the dispute cannot be resolved through negotiation within **30 days**, the Parties agree to submit the dispute to non-binding mediation before a mutually agreed-upon mediator.

11.3 Arbitration

If the dispute cannot be resolved through mediation within **30 days**, the Parties agree to submit the dispute to binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall be conducted in **[LOCATION]**, and the decision of the arbitrator shall be final and binding.

11.4 Exceptions

Notwithstanding the above, either Party may seek injunctive relief or other equitable remedies in court to prevent irreparable harm, including breaches of confidentiality, intellectual property rights, or non-compete obligations.

11.5 Costs

The prevailing party in any dispute resolution proceeding shall be entitled to recover its reasonable attorneys' fees and costs.

12. GENERAL PROVISIONS

12.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **[STATE]**, without regard to its conflict of laws principles.

12.2 Jurisdiction and Venue

Any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in **[COUNTY]**, **[STATE]**, and each Party hereby consents to the jurisdiction and venue of such courts.

12.3 Entire Agreement

This Agreement, including all exhibits, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written.

12.4 Amendments

This Agreement may not be amended, modified, or supplemented except by a written instrument signed by both Parties.

12.5 Waiver

No waiver of any provision of this Agreement shall be effective unless in writing and signed by the Party against whom such waiver is sought to be enforced. No waiver shall constitute a continuing waiver or waiver of any other provision.

12.6 Severability

If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect, and such invalid, illegal, or unenforceable provision shall be reformed to the extent necessary to make it valid, legal, and enforceable while preserving the intent of the Parties.

12.7 Assignment

This Agreement may not be assigned by Advisor without the prior written consent of Company. Company may assign this Agreement to any successor or affiliate without consent. Any attempted assignment in violation of this provision shall be void.

12.8 Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed given when: - Delivered personally; - Sent by confirmed email to the addresses set forth above; - Sent by certified or registered mail, return receipt requested; - Sent by overnight courier service.

12.9 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed original signatures for all purposes.

12.10 Force Majeure

Neither Party shall be liable for any failure or delay in performance due to causes beyond its reasonable control, including acts of God, war, terrorism, strikes, natural disasters, or government actions.

12.11 Publicity

Neither Party shall issue any press release or make any public statement regarding this Agreement or the relationship between the Parties without the prior written consent of the other Party, except as required by law.

12.12 Survival

The following provisions shall survive termination of this Agreement: Sections 3 (Equity Compensation for vested equity), 5 (Intellectual Property), 6 (Confidentiality), 8 (Non-Compete and Non-Solicitation), 9 (Indemnification), 10 (Limitation of Liability), 11 (Dispute Resolution), and 12 (General Provisions).

SIGNATURES

COMPANY: WAIMI

Signature: _____ Name: _____
_____ Title: _____
_____ Date: _____

ADVISOR:

Signature: _____ Name: _____
_____ Title: _____
_____ Date: _____

EXHIBIT A: ADVISORY POSITION DETAILS

Position: [Advisory Position Title]

Specific Responsibilities: 1. [Responsibility 1] 2. [Responsibility 2]
3. [Responsibility 3] 4. [Responsibility 4] 5. [Responsibility 5]

Key Focus Areas: 1. [Focus Area 1] 2. [Focus Area 2] 3. [Focus Area 3]

Success Metrics: 1. [Metric 1] 2. [Metric 2] 3. [Metric 3]

Time Commitment Details: - Quarterly meetings: [X] hours per quarter - Monthly check-ins: [X] hours per month - Ad-hoc consultations: [X] hours per month (estimated) - Total: 3-4 hours per month average

EXHIBIT B: EQUITY GRANT DETAILS

Equity Grant: [EQUITY PERCENTAGE]% of fully diluted capitalization

Vesting Schedule: - Total Vesting Period: 24 months - Vesting Frequency: Monthly - Vesting Amount: 4.167% per month - Cliff Period: None (immediate monthly vesting)

Vesting Milestones: - Month 6: 25% vested - Month 12: 50% vested - Month 18: 75% vested - Month 24: 100% vested

Acceleration Provisions: - Single-Trigger (Change of Control): 50% acceleration - Double-Trigger (Termination after CoC): 100% acceleration

Equity Documentation: - Stock Option Agreement (if options) - Restricted Stock Agreement (if restricted stock) - Board Resolution approving grant - Company Stock Option Plan

END OF AGREEMENT

INSTRUCTIONS FOR USE

Customization Required:

1. Fill in Advisor name and contact information
2. Select and fill in Advisory Position Title (Section 1.1)
3. Customize Scope of Advisory Services (Section 1.2)
4. Set Equity Percentage (Section 3.1)
5. Fill in state and county for governing law (Section 12.1-12.2)
6. Complete Exhibit A with position-specific details
7. Complete Exhibit B with equity grant details

For Different Advisory Positions:

- **Chief Technology Advisor:** 0.60-0.75% equity
- **Go-to-Market Strategy Advisor:** 0.50-0.65% equity
- **Financial Strategy Advisor:** 0.50-0.65% equity
- **Product Strategy Advisor:** 0.40-0.55% equity
- **AI Ethics Advisor:** 0.25-0.40% equity

Process:

1. Customize template for specific advisor
2. Have legal review (AI or attorney)
3. Send to advisor for review
4. Negotiate terms if needed
5. Execute via DocuSign or similar
6. Issue equity grant documentation
7. Store in staff portal legal documents folder

Timeline:

- Send after NDA is signed
- Allow 7-14 days for advisor review
- Negotiate and finalize within 30 days
- Execute and issue equity within 45 days of initial contact

Document Version: 1.0**Last Updated:** January 2025**Next Review:** January 2026