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Letter of Agency: Technology Advisor Authorization

Harbor Light Family Services, Inc. ("Client") appoints The Vircios Group, LLC ("TVG") as its independent technology advisor and advisor of record for the services listed below.

Client authorizes TVG to:

1. Contact Client's current and prospective providers to request information about Client's existing services, contracts, pricing and account details needed to evaluate options.
2. Request and receive quotes and proposals for the services listed.
3. Serve as Client's point of contact with providers during evaluation, ordering, implementation and support of the services Client chooses to buy through TVG.

Services covered: Network and internet connectivity; Phones and unified communications (UCaaS); Cybersecurity; Copier and print services

Client understands that:

- TVG's advisory is paid by the providers Client chooses, through commissions. There is no charge to Client for TVG's advisory under this letter, and TVG adds no markup to provider pricing.
- This letter does not obligate Client to buy anything. Client makes all purchasing decisions and signs any provider agreements directly.
- TVG may not sign contracts, place orders, change accounts or cancel services on Client's behalf without Client's separate written approval.
- TVG will use Client's information only to evaluate, order and support Client's services.
- This letter lasts 12 months from the date signed and renews for 12-month periods unless Client revokes it. Client may revoke it at any time by written notice to info@virciosgroup.com. Revoking it does not affect services already ordered.

Signed for Client		Accepted for TVG	
Name	**Jordan Rivera**	Name	Chris Sliga
Title	Executive Director	Title	Founder
Business	Harbor Light Family Services, Inc.	Business	The Vircios Group, LLC
Date	Nov 18, 2026	Date	Nov 18, 2026

Signed electronically. See the signature certificate on the next page.

SAMPLE, FICTIONAL

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Signature certificate

This page records how and when the document before it was signed electronically in the TVG client portal.

Document	Letter of Agency: Technology Advisor Authorization
Letter ID	lt_demo000001
Signer name	**Jordan Rivera**
Signer title	Executive Director
Signer email	jordan@harborlight.example
Business	Harbor Light Family Services, Inc.
Signed (Central)	Nov 18, 2026, 10:42 AM CST
IP address	203.0.113.24
Browser	Chrome on Windows (Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/131.0.0.0 Safari/537.36)
Sent	Nov 17, 2026, 9:00 AM CST
First viewed	Nov 18, 2026, 10:30 AM CST

The signer confirmed both statements before signing:

- I'm authorized to sign for Harbor Light Family Services, Inc.
- I agree to sign this electronically and to receive it electronically

SHA-256 of the letter as signed

86646049e2df8be4a5eddebd339f76cc1ce5e3ccd002d7709dfcc81b60c9745e

Accepted for TVG: Chris Sliga, Founder, The Vircios Group, LLC

SAMPLE, FICTIONAL