



Administrative and Marketing Support Contractor

Services and Compensation Structure

Attached to and incorporated into the Independent Contractor Agreement between Forward Vision Consulting LLC d/b/a Keystone Founder Studio ("KFS") and Brandon Sirota ("Contractor").

Effective Date: June 15, 2026

Term: Ninety (90) Days

Initial Term End Date: September 13, 2026

Position Title: Administrative and Marketing Support Contractor

Purpose

The purpose of this engagement is to provide administrative, marketing, CRM, research, and operational support services to KFS while providing Contractor with practical experience working within a startup venture studio environment.

Reporting Structure

During the onboarding period, Contractor shall work directly with Esther Hiamang and other designated KFS personnel.

Following onboarding, Contractor shall report primarily to Rich Heckelmann or such other representative designated by KFS.

Scope of Services

Contractor may be assigned responsibilities including, but not limited to:

- CRM data entry and maintenance
- Lead tracking and follow-up support
- Research on founders, companies, markets, and opportunities
- Marketing support activities
- Social media and content support
- Website content updates
- Administrative support
- Meeting preparation and follow-up
- Documentation and process development
- Data organization and reporting
- Founder intake support

- Other operational support activities reasonably requested by KFS

Contractor acknowledges that duties may evolve as business needs change.

Onboarding Period

June 15, 2026 through June 30, 2026

During this period Contractor will:

- Learn KFS operations and business model
- Learn CRM workflows and processes
- Learn founder intake procedures
- Learn communication standards
- Become familiar with KFS tools and systems
- Complete assigned onboarding tasks

Contractor acknowledges that onboarding activities constitute Services under the Agreement.

Independent Contractor Relationship

Contractor shall determine the method, manner, and means of performing Services. Nothing contained herein shall be construed as creating an employment relationship.

Compensation

Period	Dates	Fixed Fee
Month 1	June 15, 2026 – July 14, 2026	\$1,000
Month 2	July 15, 2026 – August 14, 2026	\$1,200
Month 3	August 15, 2026 – September 13, 2026	\$1,400
Total Maximum Compensation During Initial Term		\$3,600

Payment Terms

Contractor shall invoice bi-weekly. Compensation shall accrue in accordance with the monthly compensation schedule set forth herein and shall be paid on a pro-rated basis for each bi-weekly invoice period.

Expenses

No expenses shall be reimbursed unless approved in advance in writing by KFS.



Evaluation

This engagement shall be reviewed periodically during the ninety (90) day term. KFS may elect to:

- Continue the relationship under a new agreement
- Modify responsibilities
- Extend the engagement
- Conclude the engagement at the end of the term

No Guarantee of Continued Engagement

Nothing in this Exhibit shall be construed as guaranteeing future work, renewal, extension, or continued engagement beyond the Initial Term.