

- 1** Fill out the **Request for Professional Consultant Services** form and send the completed form to [commercialization@venturewell.org](mailto:commercialization@venturewell.org): This form is designed to capture your specific request to ensure that we maintain a proper document trail of new assignments.
  - 2** VentureWell will reach out to you with a list of qualified consultants with their backgrounds attached that you can choose from.
    - a. If no consultants match your criteria for the project needs, VentureWell will perform targeted outreach to aid in getting you the resources that you need.
  - 3** Once you have selected an appropriate consultant, email [commercialization@venturewell.org](mailto:commercialization@venturewell.org) with your selection.
  - 4** VentureWell will contact the chosen individual with a notification of assignment to ensure that they agree to their assignment.
  - 5** VentureWell will begin contracting and notify you when you are clear to engage and work with the consultant.
-