



LEASING



Best Practices for Working With a Service Provider

It is difficult to know what to look for in a service provider for your farm or ranch business. These tips will help you make a decision with confidence and be prepared for your first meeting.

THINGS TO CONSIDER:

- ☐ Choose someone with whom you are comfortable sharing private and personal information.
- ☐ You are in a position of power to choose who will receive your business.
- ☐ Ask for references and/or examine online reviews.
- ☐ Decide on a price range comfortable to you.
- ☐ Paid services may be able to respond more quickly than free or non-profit service providers.

PREPARING FOR A MEETING:

- ☐ Know your goals and be specific about what outcome you want from the meeting.
- ☐ You may need to bring a completed contract or service provider requested information, which may include financial documents and projections, tax returns, contracts/agreements, parcel information, farm or management plans, etc.
- ☐ Become familiar with average rates of similar services.

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Questions to ask:

AGRICULTURAL EXPERIENCE

- ☐ What is your experience working in agriculture?
- ☐ Do you have any programs specifically dedicated to agriculture?
- ☐ How many of your clients are farmers/ranchers?
- ☐ What is the average scale of your farm clients (i.e. size of operation/acreage)?

RATES AND PAYMENT

- ☐ What is the typical rate you charge for your services?
 - ☐ Do you charge for a consultation?
 - ☐ Do you charge a lower rate for administrative work or travel time?
- ☐ How do you charge for your services?
 - ☐ Do you charge hourly or a fixed fee per completed project?
 - ☐ Do your services/prices differ depending on the scale of an operation?
- ☐ When is payment due?
 - ☐ Can you offer a payment plan?

GENERAL INQUIRIES

- ☐ Where are your offices located?
- ☐ Do you work with clients outside of your office locale?
- ☐ What do I need to prepare for our first meeting?
- ☐ What is their availability and what is the estimated timeline for your scope of work?

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What to expect from a Service Provider:

- ☒ Respect and patience
- ☒ Confidentiality
- ☒ Reasonable response rates of 3-5 business days
- ☒ Clear communications of timeline, scope of work, and projected cost/ payment schedule

What is expected from you:

- ☒ Respect, patience and honesty
- ☒ Expect to share personal and financial/business information so that the service provider can best serve you
- ☒ Timely delivery of documentation and other requests from service provider
- ☒ Show up to meetings on time and provide at least 24 hours notice of cancellation.
- ☒ Understand limits of what a service provider can provide and the work required on your part to make the project successful