



EXECUTIVE SERVICE REQUEST FORM STAR DIAMOND CONGLOMERATE™

Please complete the following service request form in full. Submission of this form allows Star Diamond Conglomerate™ to review your request, evaluate project requirements, schedule consultations, and determine service availability.

CLIENT INFORMATION

Full Legal Name: _____

Business Name (if applicable): _____

Phone Number: _____

Email Address: _____

Country / Region: _____

Preferred Contact Method: _____

SERVICE REQUEST INFORMATION

Requested Service: _____

Project Description: _____

Estimated Budget Range: _____

Preferred Consultation Date & Time: _____

CONSULTATION & SERVICE PRICING

Service Type	Starting Price	Consultation Length
Free Discovery Consultation	\$0	15 Minutes
Standard Virtual Consultation	\$150	30 Minutes
Executive Strategy Consultation	\$350	1 Hour
Business Development Consultation	\$500	90 Minutes
Luxury Concierge Consultation	\$750	2 Hours
International Partnership Consultation	\$1,500	2+ Hours

SERVICE REQUEST & APPOINTMENT POLICY

- Submission of a service request does not guarantee acceptance, project approval, scheduling availability, or service commitment.
- All consultations and service appointments must be scheduled in advance through official Star Diamond Conglomerate™ communication channels.
- Virtual meetings may be conducted through Zoom, Google Meet, Microsoft Teams, encrypted conference systems, or approved private communication platforms.
- Appointment confirmations will be issued after scheduling approval and payment verification, if applicable.
- Free consultations are limited to one introductory session per individual or business unless otherwise approved in writing.
- Certain services may require signed agreements, retainers, deposits, compliance verification, or confidentiality documentation before project initiation.

PAYMENT & PROCESSING POLICY

- Consultation fees and retainers must be paid before scheduled appointments unless otherwise authorized.
- Late payments, failed transactions, chargebacks, or payment disputes may result in cancellation or suspension of services.
- Cryptocurrency payments, wire transfers, and custom invoicing options may be available upon request.

CANCELLATION & RESCHEDULING POLICY

- Clients must provide a minimum of 24 hours notice for cancellations or appointment rescheduling requests.
- Missed appointments or no-show consultations may result in forfeiture of consultation fees.
- Star Diamond Conglomerate™ reserves the right to reschedule appointments due to operational conflicts, emergencies, or executive availability.

NO REFUND POLICY

- Due to the nature of consulting, strategic planning, custom business services, digital work, branding, and executive advisory services, all payments are non-refundable unless otherwise stated in writing.
 - All approved service purchases, retainers, and consultation fees are considered final.
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CLIENT ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed and agreed to the consultation pricing, appointment procedures, payment policies, scheduling requirements, and no refund policy associated with service requests submitted to Star Diamond Conglomerate™.

Client Signature: _____

Printed Name: _____

Date: _____

PRIMARY SERVICE CONTACT

Dr. Dianne Allen
Founder & Chief Executive Officer
Star Diamond Conglomerate™

2714 Brinkley Drive
Spring Lake, NC 28390

Email: legal@stardiamondconglomerate.online
Phone: (725) 326-7021