SAMPLE For review only. Not an offer or a signed agreement. Your actual agreement is sent with your invoice.

LOOP3D 90-Day Pilot Agreement

Between **[Customer legal name]** ("Customer") and **LOOP3D A.I. LLC** ("LOOP3D"). Effective date: **[date]**.

Pilot term	90 days, starting on the date Customer's HR contact receives the dashboard link.
Leaders	**[number]** leaders (minimum 5, maximum 15).
Fee	$42 per leader for the 90 days, a total of **$[amount]**. One-time fee. No annual contract and no automatic renewal.
Payment	By invoice, due **[net 30]** days from the invoice date.
Customer contact	**[name, title]**, who receives the HR dashboard link.

1. What's included

- A 360 for each leader (9 questions from the LOOP3D library) and an AI-written Blind-Spot Report with one focus behavior, a 30/60/90-day plan and an AI coach.
- A 2-minute action email each weekday and the Friday 5.
- Monthly check-ins from the same raters (3 during the pilot).
- The HR dashboard and executive summary.
- A 1-hour results review at day 90 with one of LOOP3D's experienced organizational psychologists who specialize in 360 feedback.

2. Customer responsibilities

Customer will choose the leaders, add them to the HR dashboard, tell leaders and raters about the pilot, and ask raters not to include health, patient, student or other sensitive information in comments.

3. Anonymity

A report unlocks when at least 6 raters answer. Any rater group with fewer than 3 answers is merged into "Others," and monthly check-in scores show only when 3 or more raters answer. No one, including HR, ever sees an individual rater's answers.

4. Data protection

LOOP3D processes personal data only to run the pilot, under the LOOP3D Data Processing Agreement (DPA). Data is hosted in the United States. LOOP3D does not sell data or use it to train AI. Subprocessors are listed at loop3d.ai/trust.

5. Ownership

Customer owns its feedback data. LOOP3D owns the service, question library and software. Customer may share reports and summaries inside its organization.

6. After the pilot

If Customer continues on a Team plan, the pilot fee counts toward Customer's first Team year. If not, access ends at day 90 and data is deleted within 30 days, unless Customer asks for an export first.

7. Ending early

Either party may end the pilot with written notice if the other materially breaches this agreement and doesn't fix it within 10 days. **Money-back guarantee:** Customer may cancel the pilot for any reason by written notice within the first 30 days and receive a full refund of the pilot fee. After day 30, fees for work already delivered are not refundable.

8. Warranty and liability

The service is provided for leadership development, not employment decisions. Except for breaches of confidentiality or data protection, each party's total liability is limited to the fees paid under this agreement.

9. General

Each party keeps the other's confidential information private. This agreement and the DPA are the whole agreement for the pilot. Governing law: **[state]**.

Customer: [Customer legal name]
Signature: _____
Name and title: _____
Date: _____

LOOP3D A.I. LLC
Signature: _____
Name and title: _____
Date: _____