

Ambitiously Unique Administrative Assistant Team

Client Responsibility Agreement Letter

Client's Name _____

Name of Clients' Company _____ Date ____/____/____

It is Very Important that the information listed below is Kept and Met!

At AUAAT our job responsibilities consist of providing important business tools that will allow your business to kick start into higher levels of success. However, we can only properly fulfill these goals with your full dedication and cooperation with building your business from the inside out. We will need all requirements below to be met and kept, by doing so we ask for your eagerness, your prompt timing, for you to learn and know your system, and for you to maintain the drive that is going to help grow your business. We make our clients' business a priority and ask that they do the same, with our dedication and your determination, we are going to go to successful heights together. All plans require all our clients to complete and meet all tasks listed below.

- Meet All Deadlines
- Staying Focused on the Goals & Projective at Hand
- Showing Up to All Meetings On-Time
- Supplying your assistant w/the proper information needed on-time
- Be Reachable, or have 24-48hrs response back to calls, emails, and texts
- Make All Payments On-Time
- Dress the Part of Success for Every Meeting (online and meet & greet)
- Follow the 1 on 1 SB Pointers to help guide you through
- Completing the business task needed before moving on to the next task

Placing your signature at the bottom of this form states that you understand and agree to the statement above.

CLIENTS SIGNATURE _____ DATE ____/____/____

AUAAT SIGNATURE _____ DATE ____/____/____

Reasons for Termination of Contract

At AUAAT we want to see our client's businesses grow, it is our job to help get things started. Our company is built to help other businesses level up or simply get off the ground. Therefore, we need to see you succeed. So, in doing so we ask that you read upon the actions that will lead to termination of contract letter. And fully intake understanding our rules. Which are; Failure to communicate, if we are not able to communicate, we cannot do our job properly, we cannot help in building your business without you. Not being reachable. We are a business that makes it our business to be there when you need us, so we would like to have your attention to service as well. Being a no call no show. Not showing up to the business meeting and not calling to cancel or reschedule will lead to termination of contract. We take our time and job very seriously, as well as our clients, and we would like to know that it is an equal give and take. Not making payments on time or not at all, not making payments or being consecutive with past due payments can lead to termination of contract. We are a business that stays in business based on our clients as any other business, miscommunication in payment is not allowed at any time. Being difficult to work with. Work is hard enough and requires time and energy; the energy that we put in is the same energy that we get out. We would like to work in a comfortable, reasonable, as well as likeable manner, being able to get along in a great mood during business. Not having the drive to push your business forward. We would like to see that you are excited and dedicated to what you are doing as far as your business is concerned. We do not want to ever feel like we are pushing or forcing our clients to build their business. Having an unpleasant attitude. Not carrying yourself in business manner, we are a business working with a business, so it is perfectly right to be business oriented always, even over the phone. For any of these reasons that are underlined we can terminate a client's contract, and at no time will there be a refund. However, clients are welcome to keep any work that has already been created and done. And due to the reason of contract termination client may not be welcomed back.

By signing this form, you are stating that you understand and agree to AUAAT termination of contract terms and policy.

Clients Signature _____

Date ___/___/___

AUAAT Signature _____

Date ___/___/___

Notes or Information we may need to know ahead of time.
