

Ambitiously Unique Administrative Assistant Team

Video Marketing & Releasing Agreement Form

AUAAT provides five (5) videos that we create, make, and edit for our clients to air as advertisements on their social media pages. We are only responsible for creating the videos and posting them on the client's social media accounts (only the accounts that AUAAT create). Our clients are responsible for paying their own boost fee on their social media to get it into rotation on that platform. All videos will be shown to the client for their signing of approval for the releasing of the video. We ask for our client's signature to start working on the videos and another signature when the video is finished for the video release. We create or help the client create the prompts for all five videos, but they are more than welcome to create their own. Only two videos come with face and audio, and one video is a product and voice over video. We ask that our clients take this portion just as seriously as the rest of the project. This means that we need the lines to be studied and remembered and the photos to be clear and sent in on time. Each video is only one (1) to three (3) minutes, this allows them to be seen in shorts on all the social media sites. At the bottom of this form explains more about all five videos as well as the releasing or canceling of those three videos. Clients Business Name X _____

MARKETING VIDEO – {Voice Over w/photos & Music & Photos} - For these two videos we ask that you take and send in the best pictures of your products or work that you would like to show to future clients and customers. We have a meeting on the view that you are seeing and where you would like to take that view. We make it happen by creating that vision or similar version for you. This video comes with 5 takes each, 1 stage and is up to 60sec. long. After the 10 takes, we can cancel the video, or the client can pay for more takes to shoot.

Clients Signature of Agreement to start the process of the video. X _____ X _____

Clients Signature of Approval and Release of the video. X _____ X _____

Date of Agreement ___/___/___ Date of Approval and Release ___/___/___ 2nd Date ___/___/___

MARKETING VIDEO 1-2- {Face & Audio} - For these two videos we will allow you to talk more about your business while standing in the spotlight. We can help write and create the script for you, or you can write and create your own. We will have a meeting to go over the details of the script that you, the client, envision. We will make and create the best version of your vision that we can along with your help a course. These videos will come in only 20 takes each, 2 stages, and are 1 minute long. After that, the videos can be canceled or you, the client, can purchase more takes to shoot.

Clients Signature of Agreement to start the process of the video. X _____ X _____

Clients Signature of Approval and Release of the Video. X _____ X _____

Date of Agreement ___/___/___ Date of Approval and Release ___/___/___ 2nd Date ___/___/___

MARKETING VIDEO 3 - {Face & Audio} - For this video we will allow you to talk more about your business while standing in the spotlight. We can help write and create the script for you, or you can write and create your own. We will have a meeting to go over the details of the script that you, the client, envision. We will make and create the best version of your vision that we can along with your help a course. This video will come with only 20 takes, 1 stage, and is 1 minute. After that, the video can be canceled or you, the client, can purchase more takes.

Clients Signature of Agreement to start the process of video. X _____

Clients Signature of Approval and Release of the video. X _____

Date of Agreement ___/___/___ Date of Approval and Release ___/___/___

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Promotional Marketing Agreement

AUAAT offers seventeen ways of promotional marketing. Those seventeen ways are five marketing videos, business flyers, business cards, two car magnets, our basic promotion, four social media accounts, two business apps, a website, and placing your business on google. Two of these are offered in the 1st quarter, our basic plan, eight of them are offered in the second quarter, which is our standard plan. Four of them are offered in our 3rd quarter, which is our bonus plan, and three of them are offered in our 4th quarter, which is our deluxe plan. This form is for the client's permission to create and start the marketing process. Below are more details on how each part of the marketing project operates. We also link all your accounts together.

Clients Business Name X _____

Business Flyers – We create and make the clients a flyer based off the information that is given to us about their business alone. We take that information and place it on a flyer for interest and entertainment. The client receives 25 copies of those flyers to reprint and make more or however they choose to use them for marketing. There is an additional price if the client chooses to have more copies made by AUAAT.

Client Signature Start X _____ Date ___/___/___

Client Signature Release X _____ Date ___/___/___

Business Cards – The cards are made with the Logo and client's information. That information is based on the client, and what is provided to the administrative assistant only. The client will be given 100 cards for their business and can order more if they like, the 1st hundred are free. The next set will be an additional price added.

Clients Signature Start X _____ Date ___/___/___

Client Signature Release X _____ Date ___/___/___

Car Magnets – We offer two car magnets for each side of our client's vehicle. The car magnets will have the client's business name, number, and logo. Although the client is welcome to place what they like on the magnets. If the client desires a 2nd set of magnets, they will have to pay an additional price.

Clients Signature Start X _____ Date ___/___/___

Clients Signature Release X _____ Date ___/___/___

Basic Promotion – Our basic promotion is considered as a physical word of mouth, footwork promotion. Where we have our clients sign off on AUAAT taking 100 of those business flyers, passing and handing them out in whatever location of their choice. This is a one-time basic promotion marketing method that we apply as well. This helps customers and clients to hear of the business online and on the streets and neighborhoods.

Clients Signature Start X _____ Date ___/___/___

Clients Signature Release X _____ Date ___/___/___

Website – We help our clients to create their own website to get them started in broadcasting their business and services. This is a marketing tool that helps the clients to start showing and selling their products or business services. We load up to 10 pictures or 10 slogans or phrases. The client takes over from there and completes or adds the rest. We also offer our assistance in operating the website. The client's domain will be added if they choose a website that there is no additional cost to add it.

Clients Signature Start X _____ Date __/__/____

Clients Signature Release X _____ Date __/__/____

Facebook – We create and establish a business Facebook page for our client's business. We upload 10 ten of the clients' photos and the marketing videos that are later made. We hand over our client's page as soon as it is created. We are not responsible for what the client themselves chooses to post and upload to their own page. Nor are we responsible for paying for the boosting promotional fee. Once the business video ads and photos are uploaded and the description of the business and photos are added our work is done. We do help in showing how to properly operate the business page.

Clients Signature Start X _____ Date __/__/____

Clients Signature Release X _____ Date __/__/____

What's App – AUAAT set you up a WhatsApp and add your business information, as well as link your other accounts to it. This is another major broadcasting platform that your business can go through to help you gain clients or customers. We do not pay any boosting fees. We create the account and add your info and pictures. As soon as your What's App is created, we hand it over to the client.

Clients Signature Start X _____ Date __/__/____

Clients Signature Release X _____ Date __/__/____

YouTube - We create your business a YouTube page and channel. Your channel should be where you are running promotions and videos about your business. We upload the videos that we create for our clients and the captions are based on the client. If the client does not wish to create or add a caption, we place one according to the video. The account is turned over to the client as soon as the video is made. We place the project on the client channel and our work is done.

Clients Signature Start X _____ Date __/__/____

Clients Signature Release X _____ Date __/__/____

TikTok – We create a TikTok account for the client, based on the info that is given to us by the client. We place the videos that we create on the account for our client. If there is a boost fee to allow the video to circulate during the timeline, the client is responsible for paying those fees if they choose too. The account will be turned over to the client as soon as it is created.

Clients Signature X _____ Date __/__/____

Clients Signature X _____ Date __/__/____

Instagram – We open a business Instagram account for our clients, this is a business page meaning there will be more features than on the usual Instagram account. We upload the videos that we create and the photos that are given to us by the client. We only upload what the client desires. We do not pay any boost fees to put the videos or photos in rotation, that part is left up to the client.

Clients Signature Start X _____ Date ___/___/___

Clients Signature Release X _____ Date ___/___/___

Yelp App – We create our clients a Yelp App account and add all the information and a few photos. Yelp App asks for payments to enhance more features of your business popping up in some of the top listings. We do not pay for those features but will gladly set them up if the client chooses to pay the cost and would like us to continue with the app services.

Clients Signature Start X _____ Date ___/___/___

Clients Signature Release X _____ Date ___/___/___

Google Workspace – Is an app that every business needs to have. But they do charge a monthly fee. And this app is required if you sign up for the google voice business phone line. However, you can get the google voice free phone line without this app. Google Workspace is a good app to start your domain with, and the monthly fee for their service is less than \$15.00 a month. You only pay a onetime fee of \$ 12.50 for your domain. However, there are other services that offer one-time fee domains. The client does have the choice in getting google workspace or not. If the client chooses to reciprocate by getting this app, they must be present during the start and payment process of this app setting. Everything will be handled and given over to the client after that.

Sign up here stating you would like this service and want to pay the monthly payments for the service. If not, leave every line blank.

X _____

Clients Signature Start X _____ Date ___/___/___

Clients Signature Release X _____ Date ___/___/___

This marketing plan offers a one-month (4wks) of services at the rate of **\$2,500.00**. The payments can be made in full, bi-weekly, or weekly. This project consists of the client sending in photographs and or videos that they would like to have featured in the above projects.

Ambitiously Unique Administrative Assistant Team ask that you read over this remarkable offer on Marketing your business to make sure that this is the right project plan for your business. To qualify for this plan, you must have a vision of where and what your business is about and what you would like to focus on marketing. However, we would like all our clients to schedule a 1-hour business consultation meeting to speak with one of our team members to make sure you are getting the best service options for your business. To purchase this plan, you must pay the online deposit on the shop page and complete the application portion to begin the process. Instructions and guidance will be provided during your scheduled 1-hour business consultation meeting. All plans come with a contract, business agreement and release forms that comes in the application packet, our team of staff assist with the application process. This includes setting up a payment plan if one is needed, scheduling the first meeting, where we will start progressing the project into action. An organized form will be provided based on the projects coordinates for the monthly services sequences.

