

Ambitiously Unique Administrative Assistant Team

Clients Start-Up Account Agreement Form

Ambitiously Unique Administrative Assistant Team agreement account forms, stating that you, [the client], have given our company full permission to create and start up your business accounts, for your business growth and promotions only, some accounts that are created may need the client's personal information, this information will never be shared or copied to any person, place, or thing besides the agreed upon third-party that requires this information to start accounts. A form will be given to the client to fill out starting the process, this form explains the purpose along with the use of the information given. However, any party that requires an SSI, EIN, or ID number will be deleted from our system within 30ty days of information given, once you are given your account information you will be able to change your account to what and how you like.

All accounts that are set-up and created will be created with the same password, username, and of course the same email associated with your business. Every account that is created for you, your administrative assistant will email and/or text you to inform you that your account has been made (please check your business email daily). The email or text will be a form with all your account information on it, every time an account is created the form will increase with the added information that will be added to your business.

Please note that before you change any of your access codes, be sure that you do not need your assigned administrative assistant to add or take away anything in that account anymore, once changed we will not have any access to your personal accounts anymore to do so. We only add photos that are given to us through the clients and the videos that are made by AUAAT. (We only upload ten uploads per social media platform).

By signing this form, you are stating that an AUAAT Admin. Assistant has gone over this form with you, and you understand and agree to it.

We Do Not Take Access Codes, Passwords, or any other codes already made by our clients. If you need assistance you will have to change your code to the one that was given to you by your Admin. Assistant.

Clients Business X _____ Date ___/___/___

Clients Name X _____ Date ___/___/___

AUAAT Signature X _____ Date ___/___/___

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Listings of All Start-up Accounts

(-) Not Present

(+) Present

-Facebook_____	-Instagram_____	+BBB_____	+Company Software__
-Tik Tok_____	-YouTube_____	+LLC's_____	+Trademark_____
-Yelp_____	-Website_____	+EIN_____	
-Email_____	-Domain_____	+Company	
-What's App_____	-Angie's List _____	Insurance_____	

By signing this form, I _____ agree that I have read the account agreement plan and I agree to allow AUAAT to start-up, create, or operate any of the following tools listed up above that I may want and do not already have. I have placed my initials by the business tools that I agree to have created or operated on. I also understand that if I already have one of these accounts set up that was not created by AUAAT, I am not allowed to share that passcode with any of AUAAT members. The account that is created by AUAAT is for them to have my permission to make only the changes that I ask for or have them to. I also understand that if I already have one of these accounts open, I must change my own access code to the code my assistant has already been using to work on my other accounts until they are fully turned over to me, I cannot give AUAAT any passcodes to access already made accounts. I also understand that AUAAT will not share or misuse any of my information given.

Clients Business Name X _____

Client's SIGNATURE X _____ DATE ___/___/___

AUAAT SIGNATURE X _____ DATE ___/___/___