



# Ambitiously Unique Administrative Assistant Team

## Holding Period Agreement

Ambitiously Unique Administrative Assistant Team offers a plan of help for challenging times, which is considered as our holding period. This allows us to hold off on a one to two payments from our clients to help the client get back on track. It also allows us to pick back up where we left off before the holding period started. Any of our thirty and sixty-days plan along with any PPA and PPB plans allows one HP (holding period), the PPC and PPD plan as well as any ninety and one hundred and twenty-days plans allows two HPs, and our one hundred and fifty-days pan or PPE plan allows three HPs. Ambitiously Unique Administrative Assistant Team know that situations accrue in life and in business. We also understand that most situations in life and business are financially related. Therefore, one's personal life must be kept up and maintained to sufficiently run their business life. We ask that our clients keep in mind that the holding period is a one-week minimum HP and need notification of one-week in advance, the maximum time a HP can be is two weeks and need a notification of two weeks in advance. If more time is needed it must be discussed in the manner of time before the holding period is up. This extra holding period time is a one-time extension of one extra week added to the existing HP. If more time is needed after that, we suggest that the client drop out of the program to handle their personal life, which is more important. That information can be discussed with client assigned staff assistant on proper leave of absence. However, once said clients are back up and running, and the reason for departure was an agreeable manner, that client is welcome back to pick up where we left off when it comes to their business. Our clients are welcome to come back any time after their holding period, long as the proper terms were met during leaving. Paperwork, contracts, and business plans must be updated in the system to restart any past clients. However, the client must contact AUAAT twenty-four to forty-eight hours before holding period is up, to update files. If the client fails to contact us after the holding period is up, may decline any future services due to failure to communicate.

Being under an HP does not mean that you are not under contract, the contract still stands, the only difference is that an HP was placed on that contract agreement. Remember, we cannot help your business without you, the client makes all their decisions for their business. By signing this form, you are stating that you fully understand the holding period agreements and agree to them. Signing this form also signs you up to receive the Holding Period services for your business if and when needed.

Client Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

AUAAT Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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## Going into a Holding Period

Clients Company Name \_\_\_\_\_

Clients Name \_\_\_\_\_

Date of Contract \_\_\_/\_\_\_/\_\_\_\_\_

Date of Holding Period \_\_\_/\_\_\_/\_\_\_\_\_

Date Holding Period Ends \_\_\_/\_\_\_/\_\_\_\_\_

The actual date the contract ends on \_\_\_/\_\_\_/\_\_\_\_\_

If contract ended on any other date, please place here \_\_\_/\_\_\_/\_\_\_\_\_

How long of a holding period do you request? 1wk / 2wks

Is there a Holding Period extension? {Yes/No}

Date of Extension \_\_\_/\_\_\_/\_\_\_\_\_

Date Extension Ends \_\_\_/\_\_\_/\_\_\_\_\_

What is the contract type? {PPA} {PPB} {PPC} {PPD} {PPE}

What is the weekly payment made per week? \$\_\_\_\_. \_\_\_\_

Amount of the stopped payment. \$\_\_\_\_. \_\_\_\_

Date payments are to start back? \$\_\_\_\_. \_\_\_\_

Reason for holding period?

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Clients Signature of agreement of this form and that everything is correct.

X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

AUAAT Signature of agreement. X \_\_\_\_\_ Date

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