



Ambitiously Unique Administrative Assistant Team

Arranged Payments

Please Read: We would like for all clients and potential to schedule a business consulting meeting through our website <https://auaatheretohelp.info/> to make sure we choose the right plan and payment method for you and your business.

{Direct Deposit} -We accept direct deposit payments; we ask that you make sure everything is correct such as account numbers before sending off payment.

{PayPal} -We accept payments through pay pal: we ask that all information is checked and correct before sending any payments.

{Cash App} -We accept cash app payments [only under the following terms listed]; we ask that all payments be made and sent out through your business or company name only. This helps both parties with-in tax purpose and helps us to acknowledge the business that is making the payments.

{Website} -We only accept deposit payments through our website; please note that if you pay through the website that you may be charged taxes along with payments.

Dear Client,

Ambitiously Unique Administrative Assistant Team would like to increase our client's knowledge when it comes to understanding our company's intake on business as an overall prospective. AUAAT values our client's businesses, as well as their business with us, equal to our clients' cash flow. We overstand that our clients are business owners also, and want only the best for their businesses, as any business owner should. This is why our company is set up on a client succeeding strategy format, we succeed with our clients. Overall, our business is set up on our client's success. This is why we ask that each client schedule a business consulting meeting to choose the plan and payment arrangement that is best and most comfortable for you and your business. In doing so, please read over AUAAT payment terms: Ambitiously Unique Administrative Assistant Team offer payment plans in the form of weekly, bi-weekly, and monthly, we work with our clients. We ask that all payments be made on Fridays, we are a company who pays our staff on Sundays. However, we do understand that things happen, so a grace period of one day is given, which is that following Saturday. That grace period lasts up until 4pm central time that Saturday. If you miss a payment this will delay your service until payment is made. If you can't make the payment that Saturday, we will accept it only with a \$100.00 late fee added. The late fee is required to make sure all our staff maintain the proper payout for the accounts they are assigned and any inconvenience due to their pay. Our staff are assigned a certain number of clients they are allowed to work with, which prevents them from taking on new clients. This is to keep the focus on the clients at hand and not get overwhelmed or in the weeds in their work task. This also helps them to keep thriving in an exceptionally smart working format to stay on schedule and focused on all assigned accounts, even the accounts that were placed on hold due to payment failure or holding period.

Client will make payments through _____.

Client's Signature _____ Date ____/____/____

AUAAT Signature _____ Date ____/____/____

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AUAAT 40 Tools of Business Strategy Plans Basic-Standard-Bonus-Deluxe (BSBD)

We offer 3 different packet plans for business start-ups; each packet plan has 5 different payment options that are all broken down into four quarters. No matter which packet plan you choose or customize, they all have the same four quarters which are the Basic (the 1st quarter) which is our Planting the Seeds stage. Standard (the 2nd quarter) which is the Sprouting of the Root's strategy. The Bonus (the 3rd quarter) this is our Blooming stage, and Deluxe (the 4th quarter) where everything is Blossoming. The only difference is the time manner in receiving these four quarters, which is always up to the client. Our basic and standard plan comes with part 1 of our one-on-one small business pointers (SBP). And our bonus and deluxe plan comes with part 2 of our one-on-one small business pointers (SBP), business consulting is included. These are our 40 tools of business operation strategy that we use to help our clients with success in their business. Please circle the ones that you may already have and will not need our service in.

BASIC – Our basic 1st quarter has eight (8) tools that we offer and must be completed before moving on to the next phase. Those tools are [LOGO] [DOMAIN] [COMPANY EMAIL] [GOOGLE WORKSPACE] [PHONE LINE] [BUSINESS ADDRESS] [WEBSITE] [EIN].

ONE-ON-ONE SMALL BUSINESS POINTERS (SBP) PART 1

STANDARD – Our standard 2nd quarter has nine (9) tools that we offer and must be completed before moving on to the next phase. Those tools are [BUSINESS CARDS] [FLYERS] [BUSINESS STAMPS] [CAR MAGNETS] [WHAT'S APP] [YELP APP] [TIK TOK] [FACEBOOK] [INSTA GRAM].

BONUS – Our bonus 3rd quarter has eleven (11) tools that we offer and must be completed before moving on to the next phase. Those tools are [YOUTUBE CHANNEL] [COMPANY FORMS] [EMPLOYEE FORMS] [LLC's] [COMPANY SOFTWARE] [COMPANY UNIFORMS] [COMPANY LABELS] [BUSINESS TRADEMARK] [PROMOTION PHOTOS] [BASIC PROMOTION] [PROMOTIONAL VOICE OFFER VIDEO].

ONE-ON-ONE SMALL BUSINESS POINTERS (SBP) PART 2

DELUXE – Our deluxe 4th quarter has ten (10) tools that we offer and must be completed making this the last steps and phase before we close out our client's account. Those tools are [1st MARKETING VIDEO] [2nd MARKETING VIDEO] [3rd MARKETING VIDEO] [SOFTWARE TRAINING] [BBB ACCREDITED] [COMPANY INSURANCE] [COMPANY PAYROLL] [2 JOB LISTING SITES] [START UP BANKS INFORMATION] [BANK LOANS INFORMATION].

By signing this form, you are stating that you understand and agree to the form and terms on how this works. And you only need our services in the ones you did not circle.

Clients Business Name _____

Clients Name/Signature _____ **Date** ____/____/____

AUAAT Signature _____ **Date** ____/____/____