



# CLIENT PACKAGE

Elevated Perspective, Assistants Services

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Elevated Perspective, Assistant' Services

Client Intake Form

What is your business type?	I don't have an established business yet, the plan is to start interior design. And as secondary high end interior design follow			
How many employees do you have?	0			
How long have you been in operation?	0			
What is your 12-month revenue increase % goal?	infinite			
What are your business hours?	Usually between 9am and 9pm, but it's flexible, if needed I			
What is your favorite means of communication? Please include any additional methods.	Email	Text	Phone	Social Media
	if not urgent 1. text, 2. email, 3. phone, 4. whatsapp, 5. sky n phone is the first and then just try to reach me everywhere			
How do you see yourself?	Artist <i>visionary/ creation</i>	Manager/Leader <i>structure/ maintaining</i>	<i>Entrepreneur high risk/ high delegation</i>	
	✓			
What are the 3 biggest problems in your business now? How can an assistant help solve these?	1. Do a research to figure out who is the best to offer the o ps vs medium companies vs bigger ones). 2. Do a research titles to approach (HR vs executives vs project leads etc) and them 3. Find those people with their contacts phone/email/lin and start the initial conversation with them, if there is interester do some travel booking. 5. probably going through my Eventually doing as much of my business as possible, if not d help finding the right person and help managing him if n			
What is your vision in partnering with this service?				
Have you had Assistants in the past? Do they still work for you? If not, why not?	I used some lady to write letters and send them when I wa she had a job and was doing it occasionally. I don't send m er those tasks now, but we are still friends			
What would create an outstanding assistant for you?	Understanding my goal/vision beyond my explanation by a unclear or see better idea reach out asap. Honest trustful p y accounts, passwords, credit cards etc. Great communicat			
How could an assistant be helpful?	Go to gym and build me some muscles. Excellent commu g coverage in terms of time of the day.			
How many hours weekly would an assistant be helpful?	40 to start with			
How many times have you attended "Business Mastery with Tony Robbins"?	1			

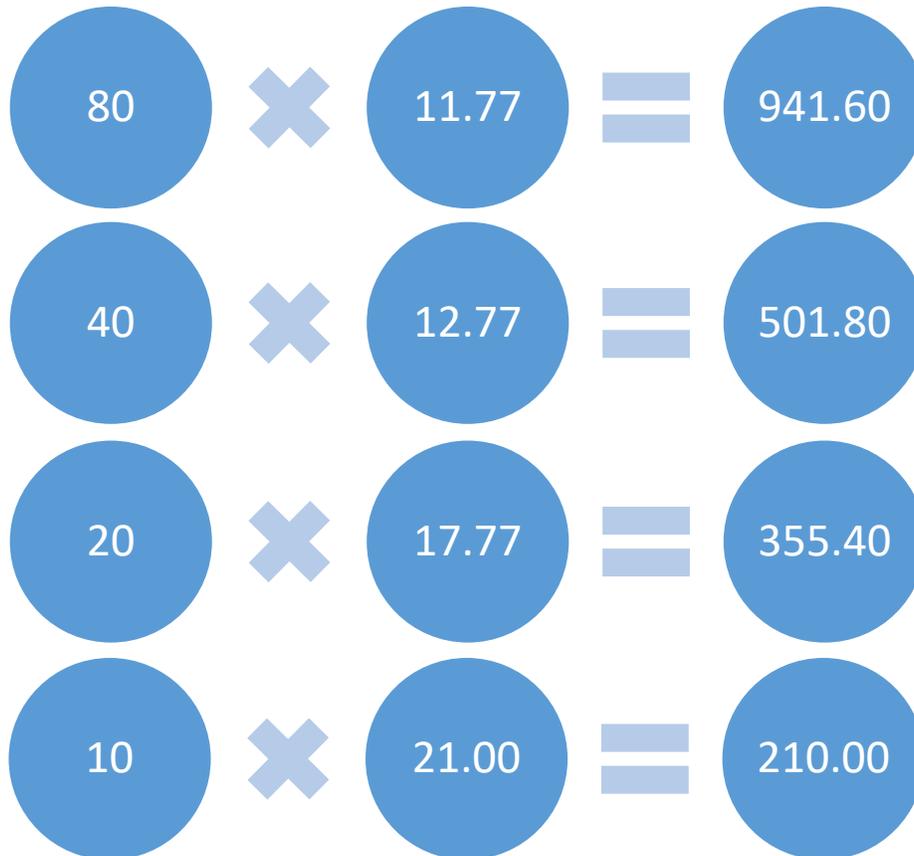


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*Pricing based on weekly hours desired*

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All hours paid for monthly on auto pay on 1st of every month.  
Hours can be modified at any time with 30 days' notice post initial 90 days probationary period. Additional hours can be purchased at any time at current rate as available.



## Elevated Perspective, Assistant' Services

Elevated Perspective Marketing,  
dba Elevated Perspective

### SERVICE AGREEMENT

This General Service Agreement (the "Agreement") dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ is between [REDACTED], herein referred to as "Customer" and Elevated Perspective Marketing, further referred to as "**Elevated Perspective (EP)**".

**EP** has agreed to provide services to the Customer on the terms and conditions set out in this Agreement, while Customer is of the opinion that **EP** has the proper and necessary qualifications, experience and abilities to provide services to Customer.

Therefore in consideration of the matters described above, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and **EP** agree as follows:

#### 1. Scope of Work

**EP** is to provide the Customer with the following services (the "Services"):

General remote administrative support services as needed per the number of weekly hours purchased by the customer. Due to the ad hoc nature of certain administrative projects, the services will include any other tasks which the Customer and **EP** may agree on.

#### 2. Term of Agreement

This Agreement will begin on [Beginning Date] and will remain in full force and effect for a 90-day introduction period, during which the Customer agrees to fill out a weekly satisfaction survey to ensure the utmost in quality services. At the completion of the 90-day introduction period, the Agreement may be modified by mutual written agreement of the parties.

#### 3. Money Back Guarantee

In the unlikely event that the customer is unhappy with the quality of services provided by **EP**, **EP** agrees to refund 100% of the amount paid by the Customer, provided that the customer has fulfilled the requirement of returning the weekly satisfaction survey to give **EP** the reasonable opportunity to address and correct any concerns that may have arisen from the services provided.

#### 4. Termination

The customer agrees if either party seeks termination of this Agreement, the terminating party must provide a 30-day written notice to the other party.



## Elevated Perspective, Assistant' Services

### 5. "Bad Egg" Clause

**EP** operates with the utmost in ethical standards, and as such must protect the integrity of its employees. Should it be discovered that our administrative services have been used for purposes deemed illegal or contrary to public policy, the contract will be subject to immediate termination without refund.

### 6. Compensation

The Customer will provide compensation to **EP** based on the number of hours selected on the attached pricing schedule for the services rendered by **EP** as required by this Agreement. Compensation is payable prior to the beginning of services. Payment methods below:

[elevatedperspectivemarketing.com/pay](http://elevatedperspectivemarketing.com/pay)

<https://www.paypal.me/ElevatedPerspective>

### 7. Independent Contractor

**EP** is acting as an independent contractor in providing the Services under this Agreement, not as an employee. The parties agree that this Agreement does not create a joint venture or a partnership between them.

### 8. Modification of Agreement

Any modifications or amendments to this Agreement will be binding if evidenced in writing signed by each Party.

### 9. Notice

All notices or demands required or permitted by the terms of this Agreement will be given in writing and delivered to the parties.

### 10. Time is of the Essence

No extension or variation of this Agreement will operate as a waiver of this provision. Time is of the essence in this Agreement.

### 9. Integration

This Agreement contains the entire agreement and understanding by and between the Customer and **EP** and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect.





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IN WITNESS WHEREOF the parties have duly affixed their signatures under hand and seal  
on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Ivan Selivanov

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Printed Customer Name/Title

Customer Signature

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EP Representative/Title

EP Representative Signature