

Joint business proposal on Agent' condition

Your opportunities

- Work under AlphaTech brand;
- Use of portfolio and technical documentation of AlphaTech company;
- Guarantee of high quality performance and long term support of projects;
- Technical and business advice,sale training;
- Getting **20%** of gross income (from each transaction).

Instruction on successful business development jointly with the AlphaTech

1. Conducting marketing of similar market services by resident's companies	
1.1. Translation of briefs (for site development, design, firm style, carryin on advertising campaigns in Google Advertisement, promotion in social nets) into Agent's state language.	Agent
1.2. You send out translated briefs to as many companies as possible and collect proposals.	Agent
1.3. Price policy is worked out jointly with you according to which you will work.	AlphaTech, Agent
2. Legal training	
2.1. You set up a company on behalf of which both the agreements with Clients and our company will be signed.	Agent
2.2. We sign Cooperation agreement which will become a starting point of our joint development and successful cooperation.	AlphaTech, Agent
3. Training	
3.1. No matter in or out of the company office you are trained by the programm of sale, marketing, you are trained to run a project and study the processes of the company.	Agent, AlphaTech
4. Preparation of site	
4.1. We make a copy of AlphaTech site.agency in the national domen area of Agent.	AlphaTech
4.2. You translate the site into the state language.	Agent

4.3. We accommodate the site at the resident's hosting company.	AlphaTech
5. Collecting, processing and keeping Client's database	
5.1. Grouping up potential clients by their business size(small, medium, large) by industries (construction, services, immovables, sale,etc) segmentation of target audience.	Agent
5.2. Collection of contact details of potential clients who seem the most available, search for phone numbers and email in the Internet, in companies printings, getting contact details through company employees.The task is to contact the owner or head of the company.	Agent
5.3. Sale by dispatching Offers by email or by phone, or a personal contact. After finding the decision maker you should offer him the company service, that can be done either by phone or meeting personally.	Agent
5.4. You search for technically poor sites. With outdated design, or with sheer faults in usability and marketing functions.We prepare technical audit of such sites.You translate it into the state language and send the Client as the offer of improvement, redesign and reanimation, as well as promotion and development of business.	Agent, AlphaTech
5.5. You account the result of negotiations and dispatches in Client's database (format is provided by AlphaTech company).	Agent
6. The beginning of work at the project	
6.1. If one is interested, you should arrange a meeting and find out his needs, what has to be implemented, why he does that. What are final goals of works expected. In advance or according to the situation, if the task is clear you should send Brief on assumed services.	Agent
6.2. Having received task information we form a commercial proposal with the project implementation price.	AlphaTech
6.3. You present to Client a commercial proposal, point the necessity of conducting works and expected result for Client's business.	Agent
6.4. If Client agrees, we form a technical task and all necessary technical documentation for legal attachment of the amount of works under the agreement.	AlphaTech

6.5. You translate the whole technical documentation into the state language and together we prepare the agreement for signing.	Agent, AlphaTech
6.6. We sign our inside agreement on rendering services with the same documentation to guarantee that the works will be carried out.	Agent, AlphaTech
6.7. You finalize agreements with Client and secure cooperation legally by signing the agreement.	Agent
6.8. You present the Client the prepayment bill on the agreement conditions.	Agent
6.9. We present the Prepayment bill on the agreement conditions.	AlphaTech
7. Work at the project	
7.1. We divide the project into parts-modules and report you each part of work,we present you in-between results.	AlphaTech
7.2. You present in-between results, Client gets from him feedback.	Agent
7.3. If necessary you communicate with Client, attend meetings with him, hold skype-conferences to satisfy his needs and to implement all Client's tasks.	Agent
7.4. If necessary we draw up an extra agreement, in case Client's changes are significant and were not included in the original terms of the agreement.	Agent, AlphaTech
7.5. If necessary you draw up an extra agreement with Client in case Client's changes are significant and were not included in the original terms of the agreement.	Agent
7.6. We are finalizing work at the project and presenting the final result. If necessary we bring in Client's corrections.	AlphaTech
8. The finalizing of cooperation	
8.1. After coordination and formal acceptance of work you and Client sign the acceptance certificate and present the bill.	Agent
8.2. After coordination and formal acceptance of work we sign the acceptance certificate and present the bill.	Agent, AlphaTech
9. Preparation and second sale	

9.1. After successful finalizing of a transaction we offer Client extra services such as promotion and support of the project. If Client is consent we sign a new agreement and start our cooperation anew.

Agent, AlphaTech