

# Introduction



Thank you for the opportunity to work with you. Even within our simplest, single-employee outsourcing arrangements there is already significant value being built for your company as you reduce costs and introduce more efficient processes, making you more competitive and positioning you for success over the long term.

**To recap our recent meeting, Our BDR will work with you and your team to help you scale:**

- General admin duties are bogging you down most days, taking up your time, thus holding you back and stopping you driving your business forward.
- You would want to focus on revenue generating activities and grow on the business, rather than focusing time on repetitive activities
- The BDR will be part of your team and will help you with marketing, lead generation, customer service, social media management . We agreed you'd like help (not limited) in the following areas:
  - Help you save time and cost
  - Help you with marketing and customer service
  - Create assets - Branding, Social Media, Content Marketing and Promotion
  - Others Tasks that we will align in our Meet and Greet Onboarding Meeting

# Well relax, We're here to take the strain

**This proposal sets out a solution for you.**

When we work together, you'll experience the following changes in your work life...and some of these improvements will obviously spill over into your personal life. All are good!

**Take a look:**

- Less on your mind
- Improved satisfaction
- Decreased anxiety
- Happier in general
- More productive
- Engage with more clients
- Get more repeat business
- Have the time to make more referrals requests
- Spend more time promoting your business
- Respond to new sales enquiries faster
- Increase your conversion rates
- Get more new clients
- Increase your income
- Ability to take more time off
- Enjoy your holidays without checking emails every 2 hours and making 6 calls a day.

**Sound Good? Keep on reading.**

# Your Business Development Representative



## Wondering how we can save you time?

Growing your business requires you to have a constant stream of quality appointments that are specific to your market. With a Business Development Representative (BDR), you can accomplish that without spending time hiring, training and, managing them on a day-to-day. We do it all for you.

### Fully Managed Pod

Your dedicated BDR- Responsible for cold-calling business and booking appointments

straight to your calendar to discuss your services

Team Leader – Responsible for training and monitoring performance

Quality Analyst – Responsible for monitoring process adherence and identifying areas for improvement

After you sign this proposal, our Operations Team will set up a meeting to discuss your requirements. As a result of the meeting, you will receive the following documents:

1. Script
2. Call Handling Policy
3. Quality Audit Form

We will also recruit a candidate for your campaign based on your requirements.

Simultaneously, we will purchase and register a phone number with the area code using your office address.

Once the Business Development Representative is hired, we will do the training and start setting up your campaign.

## Hiring Process & Select the Right Candidate (2 Weeks)

1st Round (Collaboration)	Work with the client to build customized job description and utilize Talent Hub to identify the right profile for the client
2nd Round (Selection Process)	Conduct interview to qualify candidate based on client requirement
3rd Round (Client Meet & Greet)	Client meets with shortlisted candidates and finalizes the selection
4th Round (Candidate On-Boarding)	Finalize candidate and create checklist for orientation to client processes. Budget, contracting, and agreements signed
Final Round (Training)	Conducts 5-day training specific to technical knowledge, script reading, practicing rebuttal statements to prepare the agent to full production.

## Project Initiation

- Project Kickoff
- Alignment on the daily tasks, roles and responsibilities, and additional trainings assisted by the client
- Discussion of Business Development Representative Target Key Performance Indicators.
- Deployment

## Training & Management & Continuous Improvement

- Weekly Training Provided
- 30 Day Upskill Training (Free Of Charge)
- Weekly Reports On BDR Performance
- Weekly Touchbase With BDR and Client
- Monthly Strategic Call With Management and Client
- Payroll Management

**Hiring a BDR is one of the best decision you can make for your business**

You can have the best resource at your service, but if you don't have the right systems and processes to manage and leverage the BDR's, you will struggle. Website is with you in every step and are committed to succeed together

# Plan of Action



**Simple set-up, effective results**

**After you sign this proposal, there is a follow-up email communication & meeting where we will gather your custom requirements and information necessary for us to begin working for you.**

Your assigned Operations Manager will put together the on-boarding timeline for the end-to-end process, and will co-ordinate with you/your team to get the right requirements

**Week 1** is the setup week - gather requirement, draft job description, job post syndication

**Week 2 & Week 3:** we will find the right fit and onboard them

**Week 4- Week 5:** we'll be ready to project kickoff and set them up with you

**Ongoing:** We will conduct ongoing train and manage their time and track availability

**That's it! Easy Peasy.**



# Our Case Studies & Testimonials are strong

# Your Investment

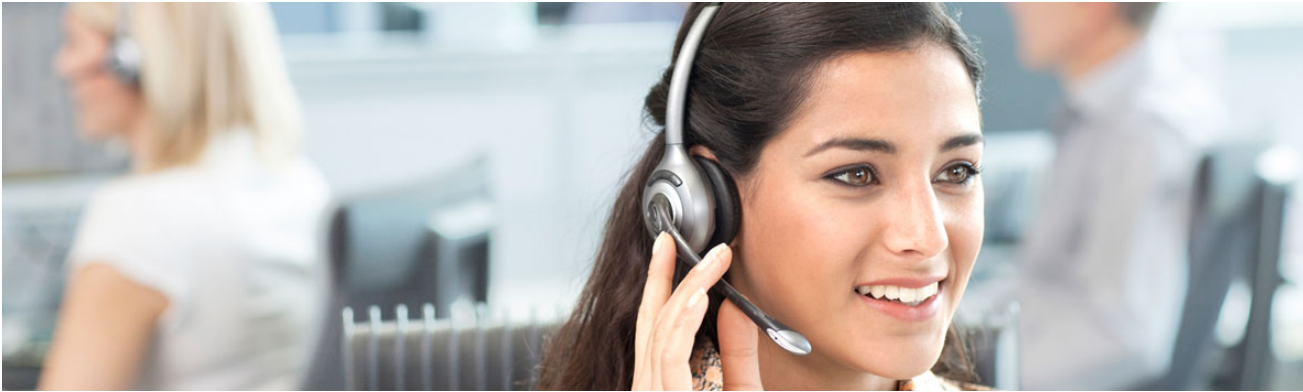


**Simple Systems, just get the 'job done'**

## **Why We're Different**

**Many Outsourcing firms charge just place BDR's and do not engage with the client anymore, leading to additional management overhead. They do not believe in upskilling and treat BDR's as commodity investing very little in training and upskilling them**

We work end to end with the client providing support until the job gets. We also make sure the BDR's are training, learning and improving continuously. **It's that simple.**



## The Deal

- **Two Options:**
  - **Option 1: \$750 One Time Placement + \$12 per hour = We manage the BDR and help you with systems.**
  - **Option 2: \$3000 One Time Placement Fee + \$6 per hour = You manage the BDR.**
- **BDR Services Fees**
  - **BDR Hourly pricing \$12 per hour.**
  - **Automated Monthly Billing - charged at the beginning of the monthly billing cycle**
  - **Holidays/Time off's to be reconciled every quarter**
  - **Transparent billing - we will be sharing the staffing hours an hours billed every month**

Frequency

Cost

**Set Up Fees** (cover for expenses to hire, onboard and train)

One Time

\$750/\$3000

**BDR Service** (cover for BDR fees, expenses to manage, train, process payroll and HR compliances)

Monthly

\$12/hr

**Transparent rates, clear billing cycle  
and award winning customer support**

# Our Guarantee



**If your BDR ever quits or you are not happy we will replace your BDR in 72 hours**

## **Yes. Really.**

We are experienced in what we do and we want you to have 100% trust in that.

Historically, we have rarely see this happen (<2% cases), but in case your BDR isn't producing, quits or you are not happy we will replace your BDR in 72 hours\* and we will bear the cost of onboarding the new resource (trainings could take time)

You can read the full details in the '[Terms and Conditions](#)'.

**Can't say fairer than that.**

# Next Steps



**Ready to get things  
organized?**

## **Sign below**

It goes without saying that I'd love to get started and have you onboard as a client and you will be happy to know that, as with everything, I've tried to make it as simple as possible.

1. Simply type your name in the box below and click '**Sign Proposal**'.
2. We'll then have a call to get things rolling.

3. We'll put a specific plan together for our monthly targets/governance

We can't wait to start getting results for you as quick as possible to reiterate that you made the right decision.

Date: 4 February 2022

ACKNOWLEDGEMENT:

Before I sign this agreement, I acknowledge that I have read, understood and agree to be bound by these Terms.

Service Provider warrants its services will be performed in accordance with all applicable laws. Service Provider agrees to preserve the confidentiality, integrity and accessibility of Client data.

Client agrees and warrants that in using the services and otherwise conducting its business, Client will provide accurate and up-to-date information which Client is legally allowed to possess and use, and will comply with all applicable laws and regulations, including without limitation the FCC's Telephone Consumer Protection Act, the FTC's Telemarketing Sales Rule, the CANSPAM Act, data privacy laws, and all other applicable laws, regulations and industry best practices. Client also warrants that it has any required "express written consent" to contact the numbers provided/purchased, and that such consent is well documented and in the possession of Client.

Client agrees to use the Services in full compliance with all laws and understands that Service Provider is not managing compliance for Client. Client may not use this Service for any unlawful or discriminatory activities, including acts prohibited by the Federal Trade Commission Act, Fair Credit Reporting Act, Equal Credit Opportunity Act, or other laws that apply to commerce.

Client assumes complete responsibility for any Approved Communications sent by Service Provider on behalf of



Client including any violations that arise, holding Service Provider and its Agents and Representatives harmless. Client agrees to defend, indemnify and hold harmless, including by paying reasonable costs and attorney fees, Services Provider, along with its owners, officers, managers, employees, contractors, affiliates and agents, from and against any claim, suit, investigation, fine, cost or expense related, directly or indirectly to Client's use of the Services or any actual or alleged breach of these terms, or of any law or regulation.

Client agrees that any claim or suit between the parties shall be brought and heard only under Nevada law and in the courts of the State of Nevada, and the State and Federal courts in Clark County, Nevada shall have exclusive jurisdiction over the same and that venue shall

be appropriate in the same. In any such proceeding, if Service Provider substantial prevails, Client shall pay all costs, expenses and reasonable attorney fees of Service Provider within 30 days of Service Provider's written demand for such reimbursement.

Payment is due prior to your campaign. Service Provider reserves the right to not run scheduled services until payment is received. Accounts not paid within 15 days of the date of the invoice, or within 15 days of a scheduled payment, are subject to losing any applied discounts and becoming due in full immediately. Service Provider further reserves the right to enforce a 10% annual interest on the full amount due until fees are paid.

I, Chris Claflin, agree to the terms  
of this agreement and I agree that  
my typed name below can be used  
as a digital representation of my

signature to that fact

Chris Claflin

Signed on 21 January 2022 at

12:33

# Terms and Conditions

**This work for Hire Agreement (“Agreement”) is made on 1st January 2022 , between Service Provider and Client**

In this Agreement, the party who is contracting to receive the services shall be referred to as the “Client” and the party who will be providing the services shall be referred to as the “Service Provider”.

## **1. DESCRIPTION OF SERVICES.**

Beginning on 1st January 2022 , Service Provider will provide the services as laid out in this proposal (collectively, the “Services”).

## **2. SERVICE LOCATION.**

The Service to be provided under this Agreement shall be performed at the Service Provider’s place of business.

## **3. SCHEDULE AND DAYS OFF.**

Service Provider Assistance is generally available to provide Services during normal business hours. Monday - Friday 8am - 5pm EST, excluding national holidays.

Note: For VAs in other time-zones, it makes sense to specify what the expected working hours will be, and your policy for vacation, holidays, and sick days.

## **4. PAYMENT FOR SERVICES.**

Client will pay compensation to Service Provider for the Services as described in "Next Steps" portion of this proposal. This compensation shall be payable and due upon receipt of invoice.

## **5. TERM/TERMINATION.**

Either party may terminate this agreement upon 14 days written notice to the other party. Provided, however, that each party may terminate the Agreement immediately without prior notice in the event of a breach of this Agreement by the other party. Upon Termination, Service Provider shall invoice Client for any payment due, and payment will be due immediately upon receipt. All reconciliation costs to be settled

## **6. NON-DISCLOSURE AND NON-SOLICITATION.**

Service Provider shall not directly or indirectly disclose to any person other than a representative of Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets. Furthermore, Service Provider agrees that during the term of this Agreement, and for 2 years following the termination of this Agreement, Service

Provider shall not directly or indirectly solicit or attempt to solicit any customers or suppliers of Client other than on behalf of client himself.

#### **7. RELATIONSHIP OF PARTIES.**

It is understood by the parties that Service Provider is an independent contractor with respect to the Client and not an employee of the Client. The Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Service Provider.

#### **8. WORK PRODUCT OWNERSHIP.**

Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part in Service Provider in connection with the Services shall be the exclusive property of the Client. Upon request, Service Provider shall sign all documents necessary to confirm or perfect the exclusive ownership of the Client to the Work Product.

#### **9. LIABILITY.**

Service Provider will not be liable for loss, damage or delay of Client's project due to circumstances beyond Contractor's control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages, and inability to contact Client. In the event of such loss, damage or delay, Service Provider will make every effort to notify Client immediately.

#### **10. CONFIDENTIALITY.**

Service Provider will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Service Provider, or divulge, disclose or communicate in any manner any information that is proprietary to the Client. Service Provider will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Service Provider will return to Client all records, notes documentation and other items that were used, created, or controlled by Service Provider during the term of this Agreement with the exception of items purchased by Service Provider and not reimbursed by the Client.

#### **11. SEVERABILITY.**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

# Questions?

Contact Us | [sales@hotprospector.com](mailto:sales@hotprospector.com)

