

Best Agent Business - Service Agreement

Business Philosophy

Best Agent Business helps the best agents create their best possible business by using their unique talents. We believe in fast action, direct communication, plain English agreements, and long-term business relationships. Our goal is to help you grow your business, make more money, and achieve an ideal mix of work/life balance.

Services Provided

Best Agent Business will provide part-time virtual assistant services to help improve your business as a real estate agent. The part-time assistant work will include marketing, listing, closing, and office coordination as requested by you. As part of our services, we also provide business ideas and product/service recommendations.

Our services include a weekly management phone call with your Key Assistant to review completed work, delegate new work, and discuss upcoming needs. It is important to allocate about one hour of management time for 10 hours of assistant work.

To insure your satisfaction, clients are asked for service feedback and suggestions via a monthly 5 minute survey. This is critical to mutual success.

Confidentiality

All communication and data exchanged between Best Agent Business and our clients is confidential.

Guarantee

We guarantee our work and your satisfaction. If you are not satisfied by the work completed and delivered, please contact us within one week of completion of work and Best Agent Business will redo or revise the work as needed.

Price and Payment Terms

We provide services via a monthly subscription service, with payment in advance, via PayPal credit card auto-debit. We only accept auto-debit credit card payments. First payment is due within three days of signing agreement. A typical client is 10-15 hours per week for \$995/month – about \$20/hour. The minimum is \$495 for 5-7/hours and we also provide \$1,995 for 20-30/hours. We will provide 30 days advance notice of any price changes. There is no long-term commitment. The service is month-to-month. Our goal is to work with a client for many years.

Choose service level: ____ \$1,995/month ____ \$995/month ____ \$495/month

Approved – please write and sign name and date – return by fax to 240-751-4247

Best Agent Business is a division of Lifebushido LLC, registered in Maryland.
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