



CLIENT ONBOARDING PACKET

Crafted with Intention



MEET YOUR TEAM



Marie Labbee
Marketing & Event Consultant/ Owner



Rebekah Golombek
Event Coordinator/Consultant





MEET YOUR TEAM



Kendall Hergenroeder
Marketing & Design Manager



Ivonne Cardenas
Event Specialist



Chyann Martinez
Project Manager



OUR SERVICES

01

Social Media

Don't have time to post yourself? We will post 3x a week on Instagram and Facebook for you! We will take the photos/videos, design the content and create a strategy just for you. Let us take that hassle out of your social media presence.

\$500 per month
**additional platforms \$100 per month per platform

02

Branding

Want a more polished look? Need a new logo?

We can design anything - business cards, brochures, post cards, client packets, email templates, e-newsletters - if you can dream it up, we can create it!!

Price based on project

03

Marketing Consultation

Need help putting together a marketing strategy? Not sure how to make all the digital options work best for you? Let's strategize together!

This service also works for the business owner who wants to learn how to do digital marketing, design marketing materials or build a website themselves. We will show you how to market yourself well!

\$100 per hour

04

Website Design

We offer multiple website packages to fit your need and budget.

We also offer monthly website management for \$200 month

05

Template Design

Whether you need a newsletter or email template, we can create the perfect design for you!

\$100 per design

06

Event Service Fee

Need help planning a client appreciation event? Staff party? Fundraiser? Special event? Or ribbon cutting? Our team will take the party planning stress away from you!

Price Based on Event



CONTRACT

Term & Termination (California)

This Agreement is month-to-month and may be terminated by either party with two (2) weeks' written notice. Written notice may be provided via email or written correspondence.

Upon termination, Client agrees to compensate Contractor for all services rendered through the effective termination date. Termination shall not relieve either party of obligations accrued prior to termination.

Ownership of Intellectual Property

All content, images, graphics, videos, branding materials, copy, and marketing assets provided by Client remain the sole and exclusive property of Client.

Any original work product created by Contractor specifically for Client during the term of this Agreement shall become the property of Client upon full payment of all amounts due, in accordance with California intellectual property law, unless otherwise agreed to in writing.

Contractor retains the right to display non-confidential work for portfolio, website, or marketing purposes unless Client provides written notice requesting otherwise.

Confidentiality & Password Protection

Contractor acknowledges that during the course of this Agreement, Contractor may have access to confidential and proprietary information, including but not limited to login credentials, passwords, client lists, financial data, marketing strategies, and internal business information.

Contractor agrees to:

- Maintain strict confidentiality of all such information
- Use access credentials solely for purposes of performing contracted services
- Not disclose or share passwords or confidential information with any third party

Upon termination of this Agreement, Contractor shall promptly relinquish access to Client accounts upon request and shall not retain, use, or distribute confidential information.

This confidentiality obligation shall survive termination of this Agreement.

Independent Contractor Status (California Requirement)

Contractor is an independent contractor and not an employee, agent, or partner of Client.

Contractor is solely responsible for all taxes, insurance, licenses, and compliance with applicable federal, state, and local laws, including those of the State of California.



CONTRACT

Below are the services agreed upon. We require a minimum 6 month contract.

Services:

Monthly Payment:

Special Project:

Payment:

I agree to these terms:

Name:

Signature:

Date:



ACCOUNTS

Act _____

username _____

password _____

Act _____

username _____

password _____

Act _____

username _____

password _____

Act _____

username _____

password _____



ACCOUNTS

Act _____

username _____

password _____

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Act _____

username _____

password _____



CONTACT US



Thank you!

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