



## SERVICE PLANS AND HOW WE WORK TOGETHER

### SERVICE PLANS

We encourage **partnerships with our clients**, which in turn results in the best affordable rates. We realize that every client's needs are different. So for your convenience, **MoPoe & Associates** offers a **monthly retainer plan**, a **pay as you go plan**, and a **project plan**. Select the plan that fits your needs, or contact us at **563-265-1362** for help.

#### MONTHLY RETAINER PLAN

**Our Monthly Retainer Plan** provides assistance if you require services on an on-going basis. We also provide time reports that keep you up to date with what work has been accomplished and how many retainer hours you have remaining. With **our customized plans**, you can't go wrong. By customizing your plans, you get exactly the services your business needs. No more, no less.

#### PAY AS YOU GO PLAN

**Our Pay As You Go Plan** provides assistance and allows you to pay only when you have a need for our services. If you need services provided one month here or there, this plan may work for you.

#### PROJECT PLAN

**Our Project Plan** provides assistance to you if you have an occasional project that you need help with. We will review your specifications and provide you with an estimate.

### HOW WE WORK TOGETHER

**Consultation:** We will have an information gathering and sharing session, where we will discuss the goals and objectives of your business and answer any questions you may have.

**Become a Client:** If you decide to become a client, then we will draw up a contract (**excludes pay as you go plan**) based on the chosen strategic plan that outlines all details, policies and procedures and your strategic plan fee. You will need to sign, date and submit the contract along with payment to us. You have the option to pay online using our secure PayPal server or you may pay by paper check. (**Please see terms and conditions for payment options at [www.mopoeassociates.com/client-page.html](http://www.mopoeassociates.com/client-page.html)**).

**Welcome Packet:** Once we receive the signed contract and payment, you will receive a welcome packet that will include: general information regarding our company, how we will communicate to ensure your goals are being met and a login authorization form to provide us with login details of your existing websites, shopping carts, email marketing accounts and other accounts if necessary. **Now we are ready to execute your strategic plan.**

**CONTACT US FOR A FREE CONSULTATION AND A CUSTOM QUOTE**

P.O. Box 6855 \* Rock Island, IL 61201 \* (563) 265-1362  
[www.mopoeassociates.com](http://www.mopoeassociates.com)