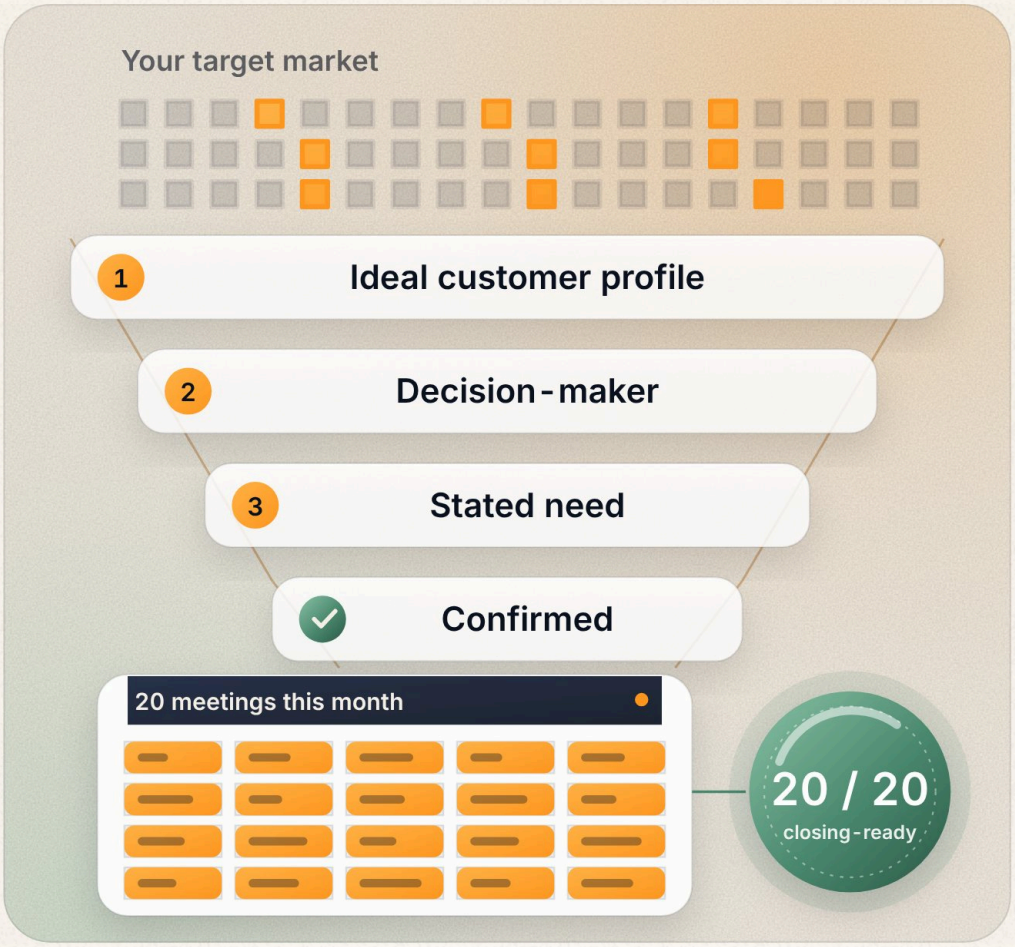
Remote Pro Ai

DOCUMENT

GROWTH TEAM · SERVICE DOCUMENT

Onboarding checklist

Your 14-day setup, what we need from you, the client questionnaire and how acceptance works



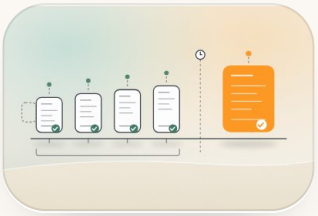
DATE	VERSION	LANGUAGE	PAGES
3 November 2026	v3.0	English	5

Remote Pro Ai · Ebug Information Technology, Cairo · CR 206356 · Mohammed Ali Al Khuraim Information Systems Technology Co., Al-Khobar · CR 2051247519 · Unified National No. 7034596812 · TIN 3116280154

01 DAYS 1–14 · SETUP

From signature to your first meeting

Setup takes 14 days, free, outside your month; nothing is paid on signature.



Day 0 signature → 14 days of free setup → outreach from day 15 → weekly meetings and invoices → the statement on day 44.

When	Owner	What happens	Deliverable
Day 0	You	Sign by e-mail; complete this checklist and questionnaire. No payment on signature.	Completed questionnaire
Day 1	Your dedicated account manager	Onboarding call: ideal customer profile, exclusion list, price range, minimum deal value, who attends and who decides. Your team introduced on video.	Written targeting
Days 2–14	Remote Pro Ai	US local numbers and sending addresses provisioned in your company's name; prospect lists against the profile; messaging and call guides for your written approval. Nothing goes out unapproved.	Approved templates
Day 15	Remote Pro Ai	Outreach starts in your name; the 30-day delivery month runs from this date.	Delivery month one
Weekly	Remote Pro Ai · you	Meetings land on your calendar with their evidence; accept or object within 2 business days; weekly invoice for accepted meetings only.	Accepted meetings
First delivered meeting	Remote Pro Ai	The 30-day clock for 2 closed deals starts and runs in your portal.	Deal clock
Day 44	Remote Pro Ai	Statement: accepted against 18 of 20, replacements, refunds; then the month-two invoice in advance.	Monthly statement

What we need from you

At onboarding

- ☑ This questionnaire, completed
- ☑ Your price or price range for the offer summary
- ☑ The minimum deal value that counts as a closed deal
- ☑ Your exclusion list: customers, open deals, do-not-call names

Before launch

- ☑ Written approval of the templates and call guides
- ☑ The named person who attends meetings
- ☑ The decision-maker for the closing meeting
- ☑ Your CRM, or none (the portal is your record)

Your four obligations

- ☑ Attend within 5 days of booking
- ☑ Answer proposal and pricing requests within 48 hours
- ☑ Your decision-maker in the closing meeting
- ☑ Pricing within the range agreed at onboarding

The guarantee holds while these four are kept.

02 CLIENT QUESTIONNAIRE

Tell us who you sell to

Please complete before the onboarding call; short answers are enough, attach lists where asked. It becomes the written targeting you approve and the offer summary every prospect receives.

1 · Company and contact

- **Company name**
- **What you sell, and to whom**
- **Website**
- **Contact name and role**
- **Work e-mail · phone**
- **Do you have paying customers today?** ☐ Yes ☐ No

2 · Ideal customer profile

- **Target sectors**
- **Company size and type**
- **Buying signals that matter** ☐ Hiring ☐ Funding ☐ Expansion ☐ Compliance deadline ☐ System change ☐ Tenders

3 · Decision-makers

- **Who approves the budget (titles)**
- **Delegates named in writing, if any**
- **The decision-maker who attends your closing meeting**

4 · Markets and language

- **Target metros or regions** ☐ Northeast ☐ Southeast ☐ Midwest ☐ Southwest ☐ West Coast ☐ Nationwide
- **Languages for outreach** ☐ English ☐ Spanish

5 · Your offer and deals

- **Price or price range for the offer summary**
- **Average first-year deal value (USD)** ☐ < 10,000 ☐ 10,000–25,000 ☐ 25,000–50,000 ☐ > 50,000
- **Minimum deal value that counts as closed (USD)**
- **Sales cycle** ☐ < 1 month ☐ 1–3 ☐ 3–6 ☐ 6+ months
- **Named representative who attends meetings**

6 · Exclusions (attach lists)

- **Current customers and open deals**
- **Direct competitors (for the exclusivity clause)**
- **Names never to contact**

7 · CRM and calendar

- **CRM** ☐ HubSpot ☐ Salesforce ☐ Zoho ☐ Other ☐ None yet
- **Calendar for meeting invitations**

Completed by

- **Name · role · date**

03 EVERY MEETING

Acceptance and objection

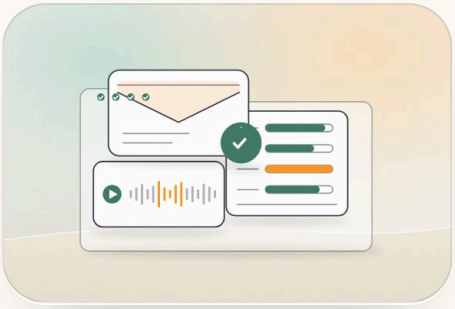
Every meeting is checked against four written criteria that do not change after signature, with the prospect's own e-mail as evidence. You have 2 business days to accept or object; a service head outside your account team decides each objection from the recording.

2 days
business days to accept or object; silence is acceptance

18 of 20
qualify at minimum each month

10 days
to replace a missing or unqualified meeting

5 days
business days for the cash refund of USD 450 if not replaced



What arrives with every meeting: the brief, the prospect's e-mail requesting the meeting, the recording reference and the four-criteria scorecard.

The four criteria an objection can name

1	The budget decision-maker is in the meeting: mandate confirmed on the call, or a delegate named in writing.
2	Need and timing confirmed on a recorded call, in the prospect's own words; the recording reference is attached.
3	The prospect received your offer summary, with your price or price range, before the meeting.
4	The prospect asked for the meeting in writing: a formal e-mail from the company address to discuss contracting.

1. **The meeting is booked**
   Its evidence folder opens in your portal the same day, signed off by your dedicated account manager.
2. **You accept or object**
   Within 2 business days of the scorecard. An objection names the criterion and gives the evidence. No reply counts as acceptance; only accepted meetings are billed.
3. **An independent decision**
   A service head outside your account team decides within 2 business days, from the recording and the written record. The decision reaches you in writing.
4. **Replace before refund**
   If upheld: a replacement within 10 days; otherwise USD 450 refunded in cash within 5 business days, never a credit.

Not grounds for an objection.
The buyer did not buy; your representative was absent or late; a name added to the exclusion list after the meeting; a change of price range or profile mid-month.

Buyer no-show. Never counted, never billed; rebooked at our cost. The 2 closed deals are due within 30 days of the first delivered meeting; if not, we keep working at no charge while you keep your four obligations.

Remote Pro Ai

FREE · 5 DAYS · NOTHING UPFRONT

A free 5-day market check before you pay anything

You see your ideal customer profile and the 50 named companies we will call before you sign anything.

E-MAIL
info@remote-pro.ai

CHAIRMAN'S OFFICE
ceo@remote-pro.ai

GROWTH TEAM SITE
growth.remote-pro.ai

COMPANY SITE
remote-pro.ai

Remote Pro Ai is owned and operated by two licensed companies in full partnership: Ebug Information Technology, Cairo, Egypt (headquarters, CR 206356) and Mohammed Ali Al Khuraim Information Systems Technology Co., Al-Khobar, Kingdom of Saudi Arabia (CR 2051247519). The contracting entity, governing law and venue for US clients are set in the Master Services Agreement.