

# Instructions & Guidance

## For Business Account

### Index:

- 1- Introduction
  - 2- Definitions
  - 3- Project Knowledge
  - 4- Rules of Creating Discount Code and Sub-Codes
  - 5- The Rules which are for your commission and commission Withdrawal Guidelines
  - 6- Contract & Termination
- 

### **1- Introduction:**

Welcome to the marketing campaigns program for "**Quick Broker Application For Website Designing Company**" products, which is available on our website and to everyone, especially those with experience in marketing.

Our various products provide the opportunity to gain multiple marketing experiences, including **E-Marketing** and **field marketing**.

As an **example of one of our products**, we offer you these special instructions and guidance on how to Market for [Schedule Application](#).

### **2- Definitions:**

**The Marketing Campaign:** A coordinated effort by a marketing team to raise awareness for their product or service. This can include paid advertising, promotion on social media, and public relations efforts, and by a message or set of messages is to be communicated to a specific audience through various communication channels to achieve a goal.

**E-Marketing:** is short for electronic marketing, and refers to the use of digital technologies and platforms for promoting products or services to potential customers. It encompasses various online strategies such as email marketing, social media marketing, Search Engine Optimization (SEO), content marketing, and online advertising. E-Marketing leverages the internet and digital channels to reach target audiences, engage with them, and drive conversions. Its key objectives include increasing brand awareness, generating leads, fostering customer relationships, and ultimately driving sales and revenue.

**Field Marketing:** This involves the strategic deployment of marketing activities directly into the field, typically in specific geographic locations or targeted areas. It focuses on engaging with consumers face-to-face or through direct interaction to promote products or services, gather market insights, and build brand awareness. Field marketing tactics may include in-store and out-store demonstrations, product sampling, coverage of events, and marketing at exhibitions. The goal of field marketing is to create personalized and impactful experiences that resonate with target audiences, drive sales, and strengthen brand loyalty within local or regional markets.

**Main Discount Code OR Discount Code:** is a unique alphanumeric sequence or word that clients can enter during the checkout process when making a purchase online or in-store. Discount codes are provided by businesses as part of promotional campaigns to offer customers discounts or special deals on their products or services. These codes typically provide a percentage or fixed amount off the total purchase price, free shipping, or other incentives like buy-one-get-one-free offers. Discount codes serve as an effective tool for attracting customers, increasing sales, and fostering brand loyalty by providing them with exclusive savings opportunities.

**Sub-Codes:** these are created by the **Business Account holder** for the benefit of **Affiliate marketers** working for or with the Company holding the Business Account, and the sub-codes functions are similar to the main discount code of the Business Account in terms of using of clients, Sub-codes were issued for distribution to affiliate marketers working under the responsibility and follow-up of the business account holder

**Affiliate Marketing:** is a performance-based marketing strategy where individuals or entities promote products or services on behalf of a **Company (Quick Broker Application)** and earn a commission for each sale, lead, or action generated through their promotional efforts.

**Business Account Holder:** It is a corporate entity, either specialized in advertising and marketing or specialized in education and training in advertising and marketing programs, and also capable of managing a group of marketers.

**Sub-Marketers OR Affiliate Marketers:** They are either employees and/or trainees and/or working as a freelancer and/or any person contracted with a corporate entity, who are managed by the company or training institute and are under the responsibility of this entity in the works of advertising and marketing.

**Users Subscriptions:** this is a business model where users pay a recurring fee at regular intervals (such as quarter annual or annually) to access a service or content of the application, as different packages and offers are available for subscription in the [Scheduley App](#).

**The Code Validity Period:** where the duration of the marketing campaign is 90 days, then the action renewal of the code is required for entering the next marketing campaign for the same period.

**Sales Preview:** this is the page showing the table of all information sales for both (**The Main Discount Code of the Business Account**) and all (**Sub-Codes of workers under the Business Account**) such as number of subscribers who used the discount code, distribution of subscribers revering to which packages, sales per month, commission per month, and total sales for the marketing campaign period.

**Business Account Targets:** It is the **sum of the number of paid subscriptions** to the [Scheduley Application](#) from the **Main Dicoune Code** and all **Sub-Codes** collected from various categories of users in your Marketing Campaign, in **addition to** all Marketing Campaigns from affiliates **Monthly**, such as **Personal Accounts**, **Family Accounts** (multiple users), and **Company Accounts** (multiple users). , as shown in the **table (1)** below.

**The Required Numbers Of (Clients/New Users) Per Month To Subscribe To The [Application](#) Is:**

Accounts:	Personal	Family	Company
<b>Scheduley Target :</b>	<b>400</b>	<b>200</b>	<b>400</b>
<b>Minimum Target :</b>	<b>150</b>	<b>100</b>	<b>150</b>

**Table (1)**

**Affiliates Marketers Targets:** it is to collect numbers of **Paid Subscriptions** for the [Scheduley Application](#) from various categories of users in your and/or their marketing campaign **Monthly**, such as **Personal Accounts**, **Family Accounts** (multi-user), and **Company Accounts** (multi-user), as shown in the **table (2)** below.

**The Required Numbers Of (Clients/New Users) Per Month To Subscribe To The [Application](#) Is:**

Accounts:	Personal	Family	Company
<b>Scheduley Target :</b>	<b>40</b>	<b>20</b>	<b>40</b>
<b>Minimum Target :</b>	<b>15</b>	<b>10</b>	<b>15</b>

**Table (2)**

**Scheduley Targets:** These are the **Monthly** Numbers required to be collected in the marketing campaigns as **Table (1)** for **the sum of all** paid subscriptions in the [Scheduley Application](#) for the Business Account (**Main Discount Code**) **with the addition** of the Affiliate Marketers (**Sub-Codes**) **collected together**, while as **Table (2)** are the **Monthly** Numbers required to be collected in the marketing campaigns for **Each Affiliate Marketer** of Paid Subscriptions in the [Scheduley Application](#).

**Minimum Targets:** It is the lowest number of subscribers that can be collected by the marketer monthly during his marketing campaign for the [Scheduley application](#), which reflects the **marketer's strength performance**. It is **Conditional**, so if the numbers collected monthly are **less than the minimum** and/or **in total for the entire** marketing campaign period (**90 days**) **has not covered the total numbers** of the campaign, then this will expose the marketer to **losing his authority to renew his discount code**, and thus he will **not be able** to register for any subsequent marketing campaign.

### **3- Project Knowledge:**

#### **a- The knowledge with your complete conviction of Scheduley Application:**

This will lead you to success in marketing for [Scheduley Application](#), therefore any product you want to make an advertisement for and talk to people about, then you must know about the product, such as:

a-1- How to use [Scheduley Application](#)

a-2- Features available within [Scheduley Application](#)

a-3- Benefits of the application for users

a-4- How does the application help solve user's problems.

a-5- The value of the prices is worth it, with the availability of multiple packages for personal use, family use, and business use.

a-6- How the application affects and changes the user's life and makes it a professional life.

and any more advantages of the application that you will discover while you learn and use the [Scheduley Application](#).

## **b- Steps of learning and use of Scheduley Application:**

**b-1-** Download the App from the **App Store** or **Google Play** to your mobile by searching name (Scheduley) OR through the following links:



### **Playstore**

<https://play.google.com/store/apps/details?id=com.scheduleyapp>

### **Appstore**

<https://apps.apple.com/us/app/scheduley/id6449676639>

**b-2-** You can also visit the website prepared as Scheduley Application's profile and get more information about the application.

[Scheduley App](#)

**b-3-** You can follow us through our social media channels to get more about how to use the application:



**Click to Visit Our  
YouTube Channel**



**Click to Visit Our  
Instagram Page**



**Click to Visit Our  
TikTok Account**



**Click to Visit Our  
Facebook Page**



**Click to Visit Our  
Snapchat Account**



**Click to Visit Our  
X Page**



**Click to Visit Our  
LinkedIn Page**

**b-4-** After watching all the videos on how to use the application and understanding it well, you can start using the App by inviting your friends and requesting them to use your created **Discount Code**.

## **4- Rules of Creating Discount Codes and Sub-Codes:**

These rules are organized to be in the right order for creating the **Main Discount Code** and **Sub-Codes**, which leads every one of the **Business Account Holder**, their **Employees or Affiliates Marketers**, and the **Project Owner** (**Scheduley Application**) to follow the statistics and develop a strategy for **The Marketing Campaigns** to increase the yield for all.

### **4-1- Creating Discount Code:**

This is the **Main Discount Code** for **Business Account Holders**, to join us in the **Affiliate Marketing Program**, kindly do the following steps:

- a- Create your sign-in Email, User ID, and Password on our **Website**, by **Registering as a New User**, Sign up to complete the registration process.
- b- And then **Sign In**, which enables you to continue to the next steps.
- c- Open the drop list from Account, click **Create Account**, then Select **Business Account** (**This is for companies that have a legal entity to work as an organization and have identified address**) fill out all information as required, and submit it, as your data will be under the privacy policy of the website.
- d- When account creation is completed successfully, click (**Join Us**) to confirm and fill in the remaining data.
- e- Read the contract (**Affiliate Marketing Program Agreement**) and be aware of the conditions, then tick mark for Sign and Approval, Send A Copy To email, Click Download to save your copy pdf, and then click submit.
- f- Open the drop list from Account, and select (**Create Code**)
- g- Select Project Type: (**Application/Website**) and Project Sector: (**Time Management**) and then Project Name: (**Scheduley**), and click Next.
- h- Confirm your reading of the **instructions and guidance** by ticking the mark and Clicking Download to save your copy pdf, then clicking next.

- i- By placing a check mark, you confirm that you have read and know the numbers required and the goals that must be achieved in your **Marketing Campaign**, then click next.
- j- Choose and specify a percentage discount for your clients along with your percentage commission, as both totals will be **25 %** of the **Users Subscriptions Prices Values**, type your code name as you wish and check availability, make sure you copy and save your code to publish in your **Marketing Campaign**, confirm your knowledge of **Code Validity Period** by ticking mark, then click submit.

#### **4-1- Creating Sub-Codes:**

**This is for the Employees and Affiliate Marketers working under the responsibility and follow-up of the Business Account Holders**

- a- As you already completed the previous steps as a **Business Account** up to the create Main Code, then you can create **Sub-Codes**.
- b- Open the drop list from Account, and select (**Create Sub Code**)
- c- Fill out the information related to your employee or others (**Affiliate Marketers**)
- d- Create a Username and Password for the **Sub-Code** User
- e- Select Project Type: (**Application/Website**) and Project Sector: (**Time Management**) and then Project Name: (**Scheduley**), and click Next.
- f- Confirm your reading of the **instructions and guidance** by ticking the mark and Clicking Download to save your copy pdf, be sure that you send and share this document with the related **Sub-Code** user, then click next.
- g- By placing a check mark, you confirm that you have read and know the numbers required and the goals that must be achieved by the **Sub-Code holder** in his **Marketing Campaign**, therefore you can send and share these goals with the related **Sub-Code** user, then click next.
- h- Choose and specify a **Percentage Discount** for the **Clients** along with your **Percentage Commission**, and your employee/others commission (**SubCommission**) as the total will be **30 %** of the **User's Subscription Price Values**, type your **Sub-Code** name as you wish and check availability, make sure you copy, save, and send or share this **Sub-Code** with the related **Affiliates Marketers**, to publish in his **Marketing Campaign**, confirm your knowledge of **Code Validity Period** by ticking mark, then click submit.



## **5- The Rules which are for your commission and commission Withdrawal Guidelines:**

Our affiliate commission structure is designed to reward your efforts in promoting our products or services. Commissions are typically based on a percentage of the total sales generated through your unique affiliate links or code and **sub-code** that you created through our [Website](#). The specific commission rates and terms may vary, so we encourage you to refer to your [Affiliate Marketing Program Agreement](#), your **Sales Preview** table, **Business Account Targets**, and **Affiliates Marketers Targets** on your profile page for more detailed information on the commission structure as you determined while setting the percentages along with the **Discount Code** and **Sub-Codes**.

**We deal with all affiliate marketers with complete clarity and transparency, so that you can review your sales statistics and your commission on our [Website](#) by the following:**

- A- Be sure you are signed in, Click on Account in the toolbar and drop down the list to choose **Sales Preview**.
- B- The **Sales Preview** page will open that shows all data related to your sales statistics, information, commission, and subcommission.
- C- Companies that have **Business Accounts**, when requesting the withdrawal of their commissions, have the right and authority to withdraw the commission generated from their **Main Discount Code** **in addition to** the total of (**Company Share Only**) of the commissions generated from the **Sub-Codes** as shown in the **Sales Preview Page**, (and the **Business Account Holder** does not have the right to demand The share of **Sub-Commissions** related to **Sub-Marketers**, that will be transferred **From** us (the **website/project owner**) **To** the **Sub-Marketers** directly)
- D- For each commission withdrawal request submitted on our [Website](#), the commission will be paid monthly under the **Terms and Conditions** of the [Affiliate Marketing Program Agreement](#). When submitting the request, you will have to put a checkmark in the approval box located at the bottom of the **Sales Preview** page, then a page will appear to confirm your approval of the [Terms and Conditions](#), upload the **IBAN bank certificate for the company, National ID (front & back) of Authorized Signatory**, all in PDF format.

- E- The method of transferring commission amounts to the Companies (**Business Account Holder**) and **Sub-Marketers** will be through **Bank Transfer Only**, so it is the Company (**Business Account Holder's**) responsibility to ensure that the ability to receive the amounts From (**Our Kuwaiti Bank Account**) To (**Your Company Bank Account**), and we are obligated transferring the commission in other ways, except in special cases (some transfers fail for banking reasons). In this case, the **Business Account Holder** can contact us through the official channels available on our [Website](#) and/or in the [Affiliate Marketing Program Agreement](#) to request the transfer of the amount of commission through other methods that are legally permissible for both parties and to be agreed upon later, and it will not be permanent till the reasons for preventing the bank transfer are removed.

Please note that the commission withdrawal process and the timing of bank transfers until deposited into the Company account may differ based on the receiving bank in your country and its laws, and what is stipulated in the [Affiliate Marketing Program Agreement](#) between us.

We value your dedication and hard work as part of our **Affiliate Marketing** program, and we're committed to ensuring a fair and transparent commission system.

If you have any questions or require further clarification regarding our commission policy or the withdrawal process, please don't hesitate to Call/Email our **Affiliate Marketing** program support team at [ [AMP-Support@quickbrokerapp.com](mailto:AMP-Support@quickbrokerapp.com) ].

Thank you for being a valued member of our **Affiliate Marketing** program, and we look forward to your continued success in promoting our products and services.

## 6- **Contract & Termination**

On the page of **Join Us**, you will find the [Affiliate Marketing Program Agreement](#) which clarifies the relationship between (**Our Company/Website**) and (**You As a Corporate Entity**) and also clarifies the responsibilities, conditions, and cases of continuous relation or whether there are any reasons for terminations or suspension for both parties.

There are main reasons leading to the termination of the agreement, In the absence of these reasons and none of them apply, the two parties will be convinced to continue the contractual relationship, and the Company (**Business Account Holder**) can request renewal through the [Website](#) by renewing the **Discount Code** for an additional period of the **Marketing Campaign**, which is another (**90 days**).

- Regarding **Affiliates Marketers** (**Workers Under Business Account**) will be following the same rules and taking instructions from (**Business Account Holder**)

**The main reasons for termination are the following:**

- 1- Your sales (**Business Account Targets** of paid subscriptions) are less than the **Minimum Targets** requirements during and/or the overall entire **Marketing Campaign** period (**90 days**).
- 2- When the **Affiliates Marketers** (**Workers Under Business Account**) are engaging in fraudulent marketing practices, specifically the utilization of counterfeit accounts and procurement of illegitimate subscriptions or fraudulent, thereby violating the **Terms and Conditions** outlined in the agreement, this will lead to stop and cancel their account with us immediately, and this puts them under legal responsibility. Therefore the company (**Business Account Holder**) will get **Warnings** from our website to control the actions of its **Affiliates Marketers** and not to repeat the violation of the laws. If these violations are repeated, the company's business account will be subject to **Termination or Suspension**.
- 3- When the Company (**Business Account Holder**) and/or its marketers use our advertising materials and copyrights in an **Incorrect or Unauthorized Manner**, resulting in harmful effects on our Company's reputation and financial interests.
- 4- When **Clients Complain** about the **Affiliate Marketers** and/or **Company (Business Account Holder)**, signifying a breach of contractual obligations and a failure to maintain the standards of service expected by our company.