**Website Purpose**

VersaHelp facilitates connections between clients and verified affiliates for various general work services such as but not limited to [Home Cleaning, Transportation, Baby Sitting and Car Wash]. The agency earns revenue by deducting a 10% commission from each job fee.

**Key Features**

* Client form submissions stored in Firestore
* Affiliate sign-up and verification system (planned)
* Admin workflow for matching clients with affiliates
* Email/WhatsApp notifications (planned)

**Legal & Business Setup**

1. **Business Registration**
   * Register the business formally (e.g., as a Sole Proprietorship or LLC)
   * Follow local legal requirements, such as with CIPC (for South Africa)
2. **Bank Account**
   * Open a dedicated business bank account to manage financial operations
   * Bank Details
3. **Contracts and Legal Documents**
   * Prepare Affiliate/Contractor Agreement with details about the 10% commission
   * Prepare Client Service Agreement outlining service expectations and refund policies
   * Include a Privacy Policy and Terms of Service on the website

**Operational Workflow**

**Client Side:**

* Clients visit the website and fill out a service request form
* Data is stored in Firestore
* Admin is notified (email notification system to be implemented)

**Affiliate Side (Planned):**

* Affiliates apply through a signup form
* Upload ID and certifications
* Manual or automated approval process

**Job Assignment & Completion:**

* Admin assigns job to an available affiliate
* Affiliate confirms availability
* Job is completed and commission is calculated

**Payment & Tracking:**

* Payment flows through agency (planned integration with Paystack or Stripe)
* 90% to affiliate, 10% to agency
* Use a dashboard or Google Sheet for job and commission tracking (dashboard planned)

**Technical Implementation**

1. **Backend & Database**
   * Firestore used to store client form submissions
   * Future implementation of collections for affiliates, jobs, and transactions
2. **Email Notifications (Planned)**
   * Implement using EmailJS, SendGrid, or Firebase Functions
   * Notifications for:
     + Client form confirmation
     + Admin alert
     + Affiliate job offer
3. **Admin Dashboard (Planned)**
   * Secure admin panel for:
     + Viewing client requests
     + Assigning work
     + Monitoring affiliate performance
     + Calculating commissions

**Marketing Strategy**

1. **Social Media Presence**
   * Instagram, Facebook, TikTok for brand visibility and affiliate stories
2. **Referral Program**
   * Bonuses for affiliates who refer others
   * Discounts for clients who refer new customers
3. **Google My Business**
   * Register to enhance search visibility for local clients

**Future Features**

* SMS or WhatsApp notification system
* Mobile app for affiliates and clients
* Automation via Zapier or Make.com

**Tools & Integrations (Planned)**

|  |  |
| --- | --- |
| TASK | TOOL |
| Invoicing/Payments | Paystack, Stripe |
| Form Management | Firestore |
| Scheduling | Calendly, TidyCal |
| Analytics | Google Analytics, Firebase |
| Automation | Zapier, Make.com |
| Hosting | GitPages, |
| IDE | VsCode |