

Gabe's Software Services' Meetings

Thank you for choosing Gabe's Software Services to provide value in your endeavors and reach your business or personal goals! **This document assumes that you will be using one of the predesigned templates that is offered on my site (If you want me to create a product that doesn't follow any of my templates, feel free to message me!). ALL MEETINGS WILL BE RECORDED FOR BUSINESS AND LEGAL REASONS.** Here are our meetings and the necessary email exchange that will be conducted:

1. **Our first meeting: go over the product and the changes that I will make**
 - We will meet on a Zoom call and go through the product's mobile, tablet, and desktop design on a Figma sheet and make changes according to your needs.
 - Please follow the link and scroll to the product you want to use: <https://gabes-software-services.vercel.app/products>. Under "DESIGNS" are three buttons labeled 'Mobile,' 'Tablet,' and 'Desktop.' If you click on one of them, they will present the pictures we will go over during our meeting.
 - I will make notes on our meeting and send you a copy of the Figma sheet or a link to the Figma sheet.
2. **Second meeting: Agreeing on price, the deadlines, signing of payment contract**
 - After I made the estimates on what I need to do to build the product and the value that I deem it to them, we will agree on the following:
 - o The list of tasks that I need to accomplish
 - o The one-time payment that I will receive for my work
 - o The three deadlines that I will face if I don't finish the product on time.
 - o Please see **Payment Schedule** in the "*Initial Contract*" document on my business website for further information on how I conduct payments.
 - We will then sign the document called **Payment Contract**, and I will get to work on your product!
3. **Third meeting: Reviewing the finished product and deploying it (optional)**
 - We will go over the finished product and see if there is anything else that I need to add.
 - If the product needs to be deployed on Heroku or SAAS platform similarly to Heroku, then I will need the following from you:
 - o Your email
 - o Your credit card information (You only be charged if you want faster load times for the initial deployment of the site. **This part is optional if you want to default settings given to you on Heroku or if I am not using Heroku or SAAS product that is similar to Heroku**)
 - After the site is deployed, I will receive the payment that we agreed on in its entirety.
 - And you are all set! Your site is up and running!

If you don't want to meet up for our final meeting, then the following will occur:

- o I will send you the finished product and get any feedback on your end.

- If the product is good to go, before deploying the product, I require 70% of the payment that we agreed on.
- After I receive the payment, then I will need the following from you to deploy the product onto Heroku or the designated SAAS product that is used for deployment:
 - Your email address
 - Your credit card information (You only be charged if you want faster load times for the initial deployment of the site. **This part is optional if you wish to use the default settings given to you on Heroku or if I am not using Heroku or SAAS product that is similar to Heroku**)
 - I will create an account under your name on Heroku or the designated SAAS platform (or platforms) and deploy the site on your account.
 - And you are all set to go! Enjoy your product!

OTHER IMPORTANT NOTES:

- You will receive a video recording for each of our meetings and notes on the tasks I will perform for you and the meeting itself.
- I will hold business contact hours from 5 pm – 730pm from Mon-Fri. Feel free to call me at #425-219-7437 or email me at gtorion97freelancing@gmail.com.