EMAIL ADDRESS

PASSWORD

Login

Forgot your password?











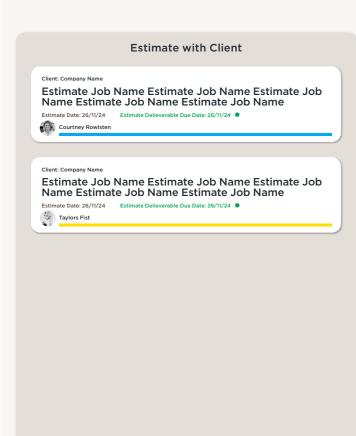




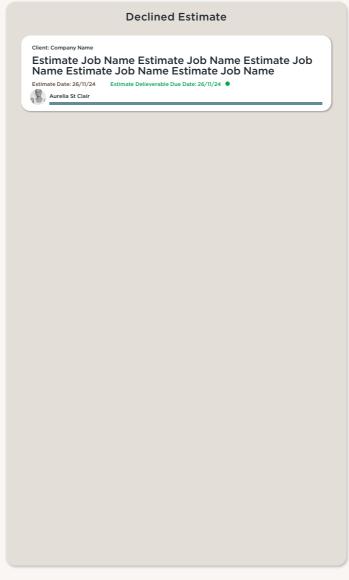
Sort jobs by talent ▼

Sort jobs by client ▼

Show all







Successful Estimate

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#### When new estimate is started:

- Email client estimate of job

#### When estimate is amended:

- Email client revised estimate of job

#### When estimate is Declined:

- Job is moved to archive

#### When estimate is successful:

- Job is moved to New job on live jobs



### **ESTIMATE - {JOB NAME}**

| Contact Details       | Q | Job Name                         |   |
|-----------------------|---|----------------------------------|---|
| FIRST NAME SURNAME    |   | JOB NAME                         |   |
| EMAIL ADDRESS         |   | Talent                           |   |
| POSITION PHONE NUMBER |   | TALENT NAME ▼                    |   |
| Company Details       | Q | MANAGER ▼                        |   |
| COMPANY NAME ABN      |   | Ambassadorship                   | Q |
| POSTAL ADDRESS        |   | NAME                             |   |
| SUBURB STATE POSTCODE |   | New Existing START DATE END DATE |   |

Cancel Next... Send Estimate

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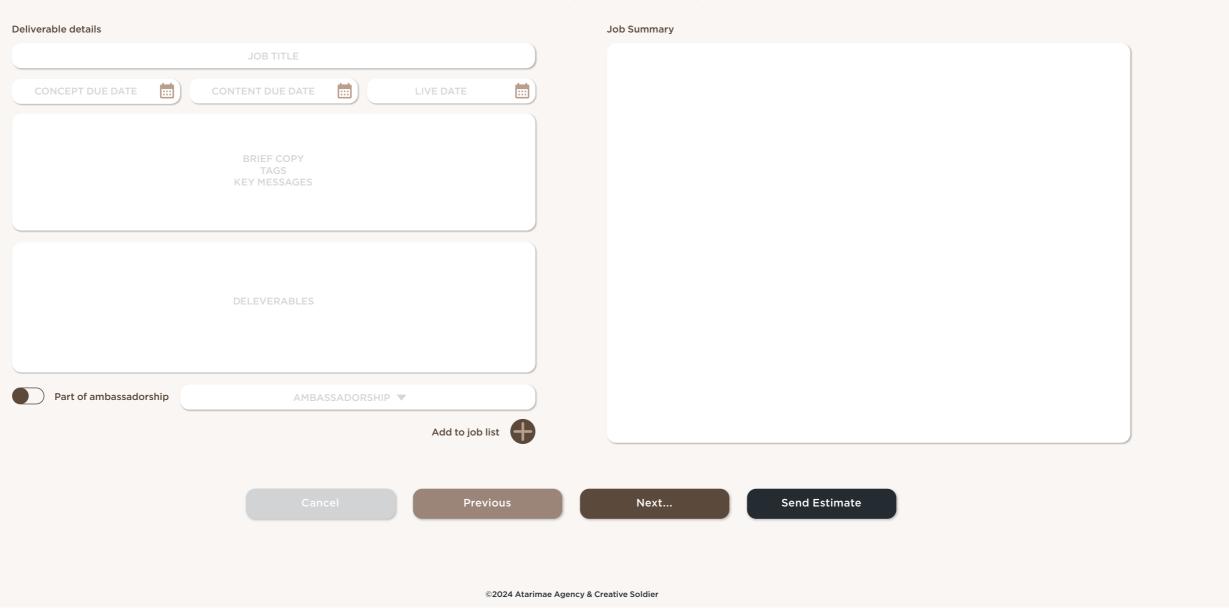


### **ESTIMATE - {JOB NAME}**

| Job Remunerati | on                |                     |
|----------------|-------------------|---------------------|
| Po Number:     | PO NUMBER Fee: \$ | \$                  |
| Gst 10%:       | YES: No: Usage:   | \$                  |
| Asf:           | % Royalities:     | \$                  |
| Commission:    | % Payment Terms:  | DAYS                |
| Expenses:      |                   | \$                  |
|                | EXPENSES          |                     |
|                |                   |                     |
| Miscellaneous: |                   | \$                  |
|                | MISCELLANEOUS     |                     |
|                |                   |                     |
|                |                   |                     |
|                |                   | Add to invoice list |
|                |                   |                     |
|                |                   | Previous            |
|                |                   |                     |
|                |                   | ©2024 Atarimae      |

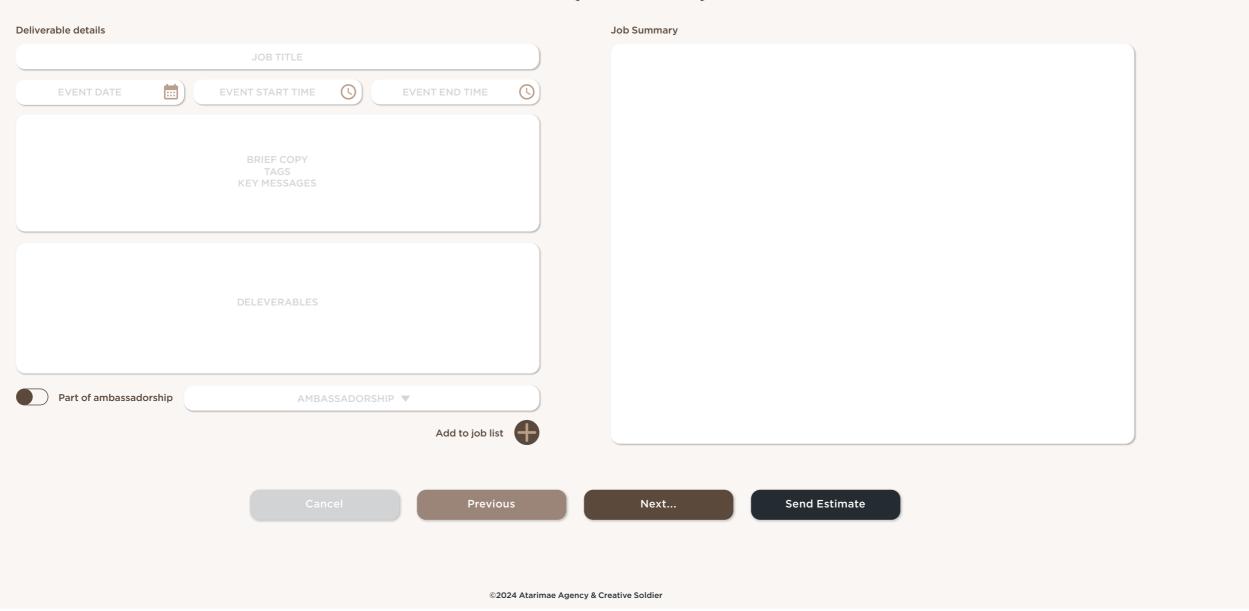


### **ESTIMATE - {JOB NAME}**



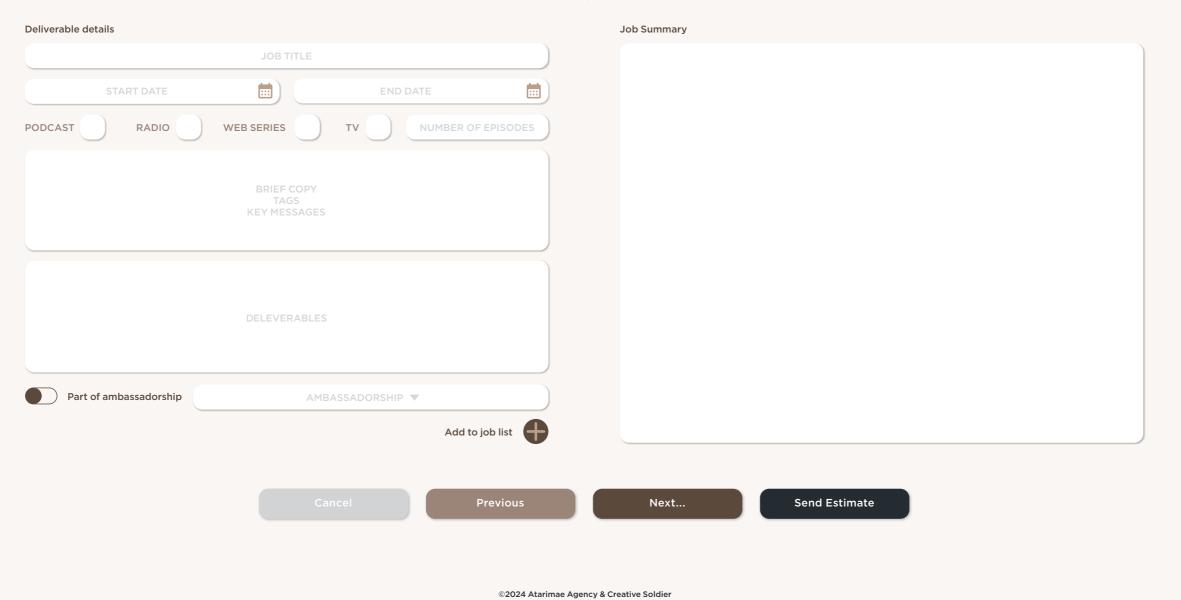


### **ESTIMATE - {JOB NAME}**



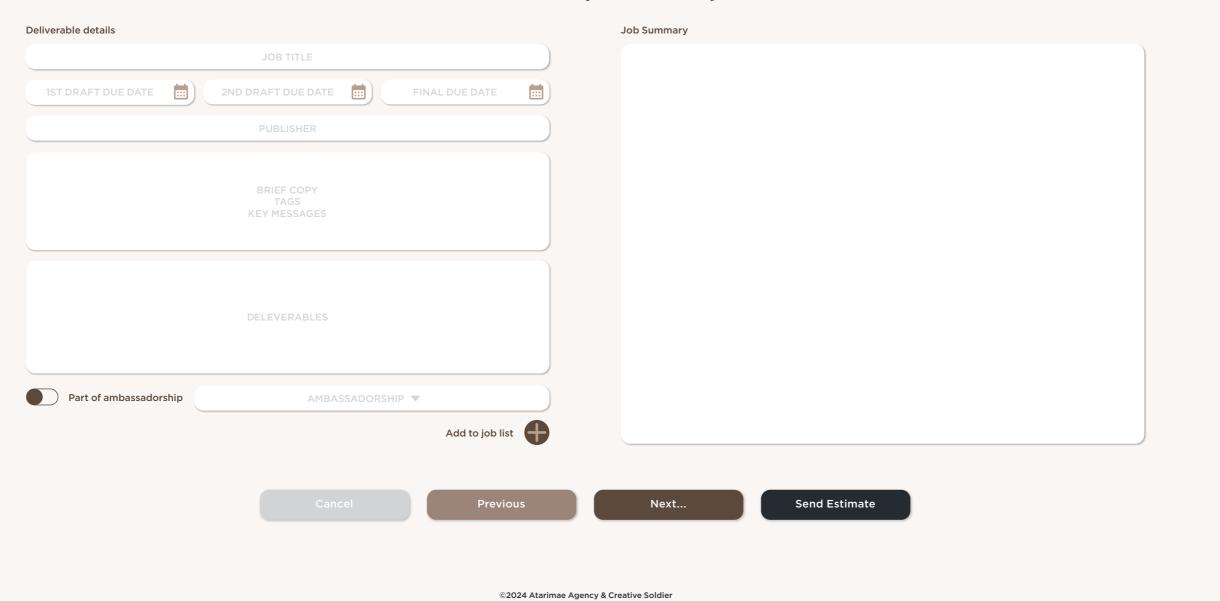


### **ESTIMATE - {JOB NAME}**



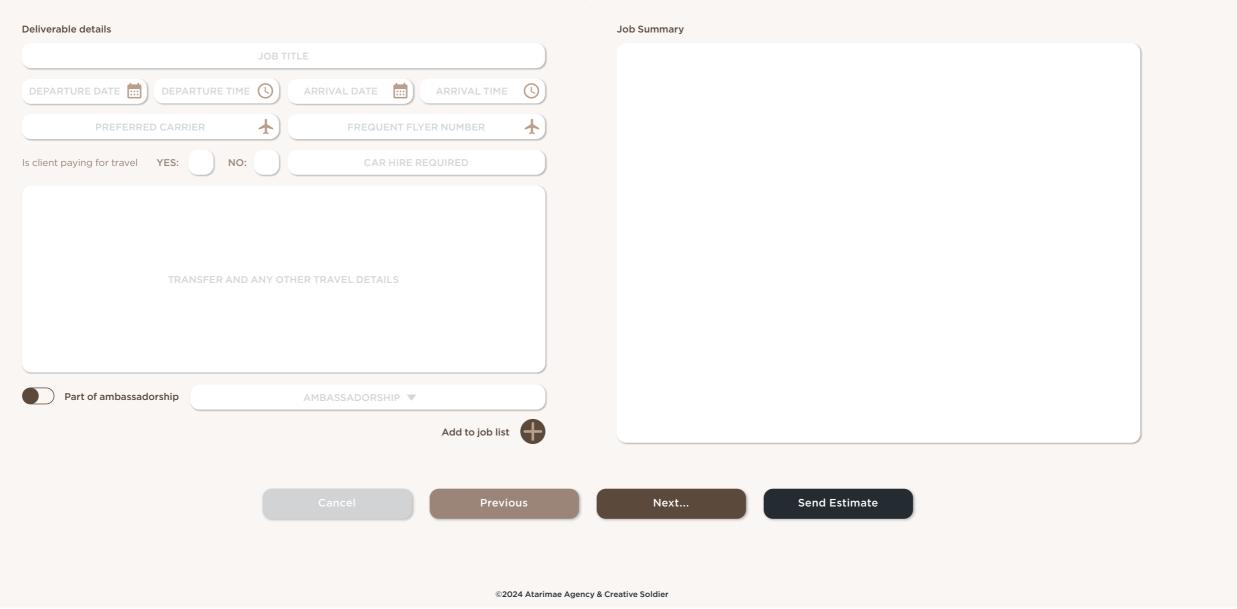


### **ESTIMATE - {JOB NAME}**





### **ESTIMATE - {JOB NAME}**





### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**

| Contact Details  | Q              | Job Name                              |   |
|------------------|----------------|---------------------------------------|---|
| Jenny            | Whitelady      | Chemist Warehouse 2024 Ambassadorship |   |
| J.Whitelady@j    | agency.com.au  | Talent                                |   |
| Account Director | 0421 635 896   | Khanh Ong                             |   |
| Company Details  | Q              | Lena Balout                           |   |
| JAgency          | 86 632 541 236 | Ambassadorship                        | Q |
| Suite 5, 897     | Agency Road    | Chemist Warehouse 2024 Ambassadorship |   |
| Surry Hills      | NSW 2010       | New Existing 01/06/2024 01/06/2025    |   |

Cancel Next... Update and ReSend Make job live

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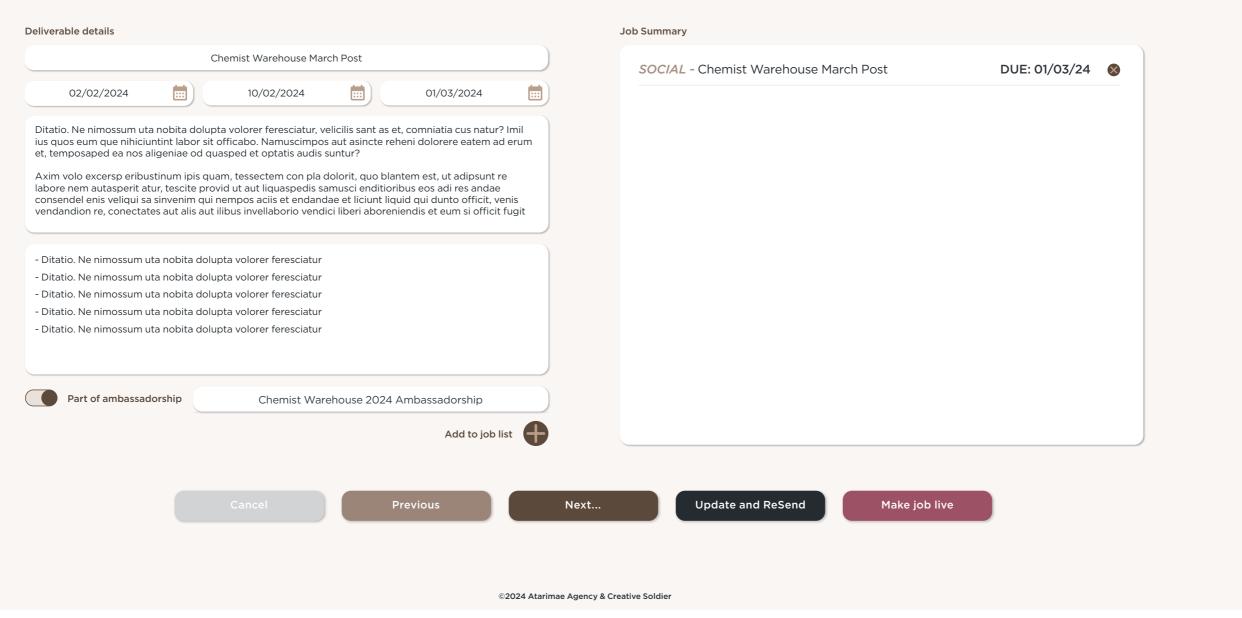


### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**

| Remunerati     | on  |                     | Invoice Summary        |                 |
|----------------|---|---------------------|------------------------|-----------------|
| Po Number:     | PO56987453 Fee: \$                              | \$20,000            | Invoice - 30/12/2024   | DUE: 23/12/24 ⊗ |
| Gst 10%:       | YES: No: Usage:                                 | \$5,000             |                        | <del>_</del>    |
| Asf:           | 15 % Royalities:                                | \$                  |                        |                 |
| Commission:    | % Payment Terms:                                | 60 DAYS             |                        |                 |
| Expenses:      |   | \$520.00            |                        |                 |
|                | Travel to and from airport and cooking supplies |                     |                        |                 |
|                |   |                     |                        |                 |
| Miscellaneous: |   | \$600               |                        |                 |
|                | Travel for manager to and from event            |                     |                        |                 |
|                |   |                     |                        |                 |
|                |   | Add to invoice list |                        |                 |
|                |   |                     |                        |                 |
|                | Cancel  | Previous Next       | t Update and ReSend Ma | ıke job live    |
|                | Califer   | Frevious            | Opuate and Resent      | ike job live    |
|                |   |                     |                        |                 |
|                |   | ©2024 Atarimae Agen | cy & Creative Soldier  |                 |

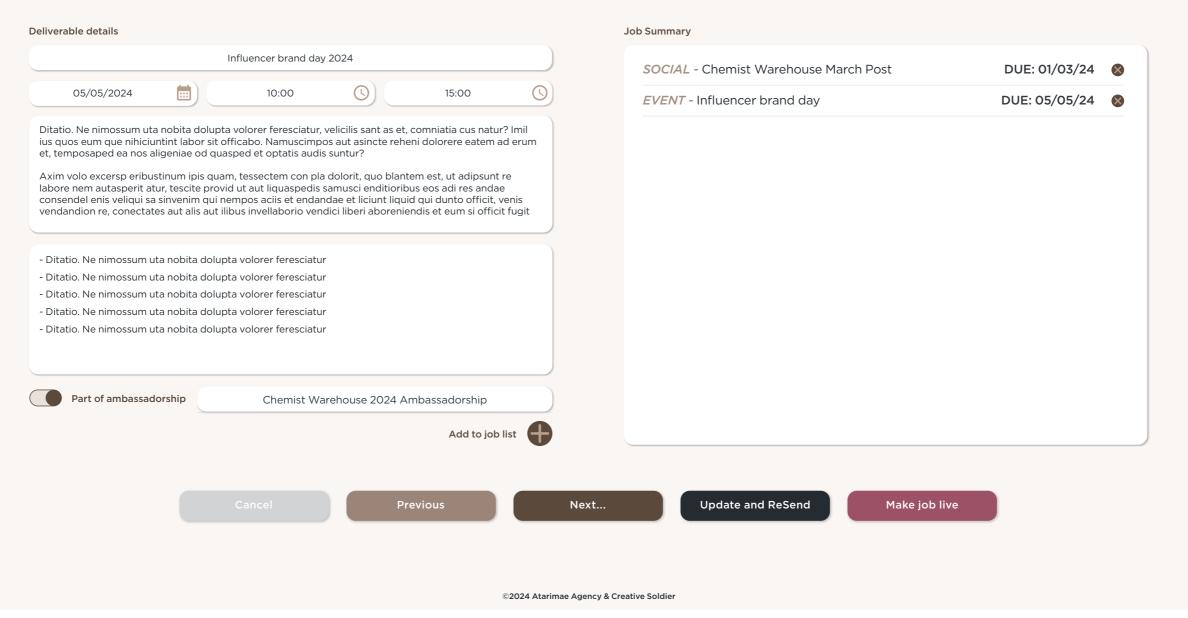


#### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**



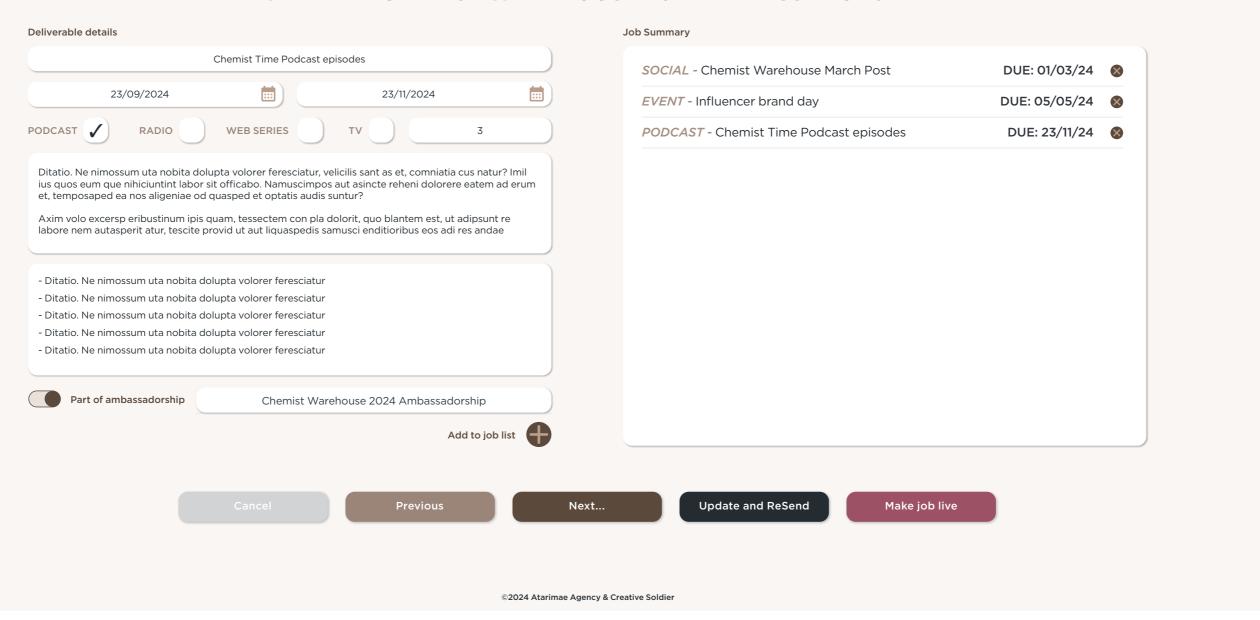


#### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**



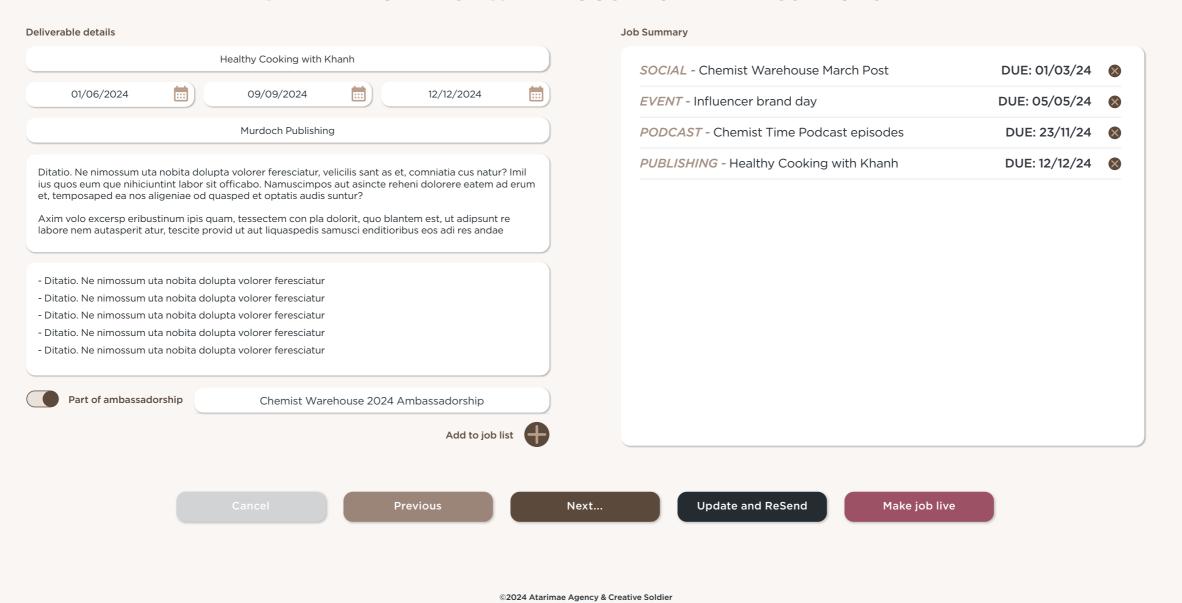


#### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**



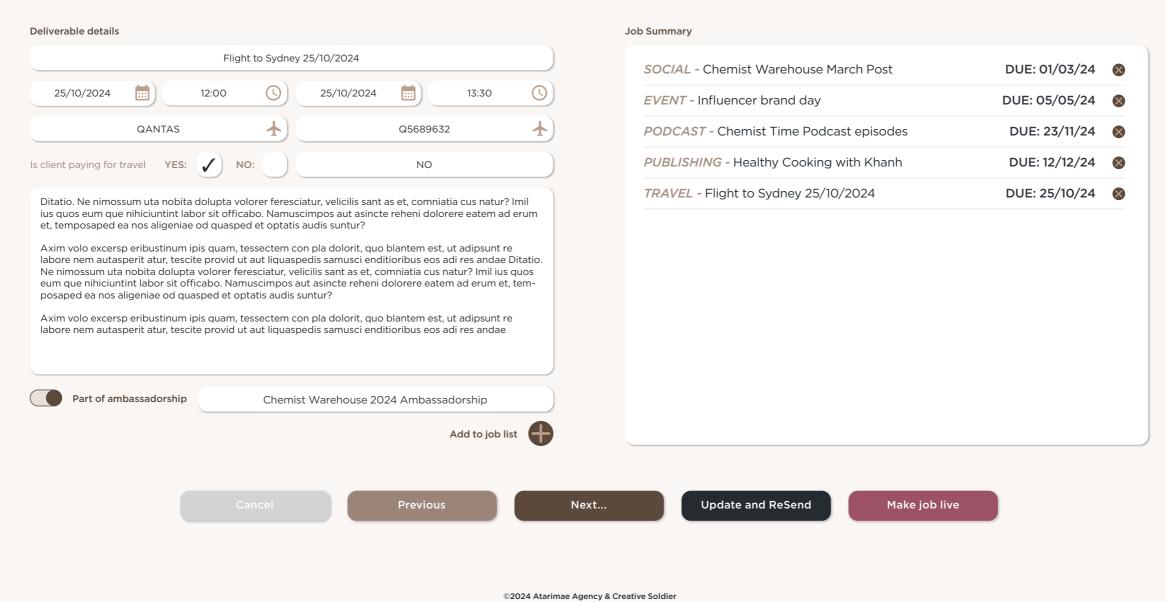


#### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**





#### **ESTIMATE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP**





New Job

Completed

Show urgent jobs

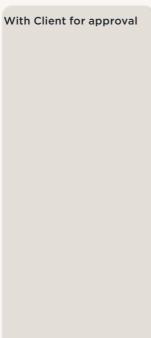
Sort jobs by talent ▼

Sort jobs by client ▼

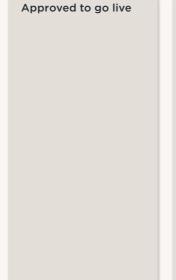
Show all



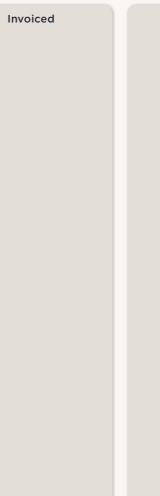














Paid

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#### When new job is started:

- Email talent new job email
- Email Michael with new supplier setup if selected

When changes to a job are required:

- Email talent update job email

When job is approved:

- Email talent approval email

When job is in To Invoice:

- Email Michael invoice request email

When job is in Invoiced:

When job is in Paid: - Email Talent Paid email - Email Talent Invoiced email









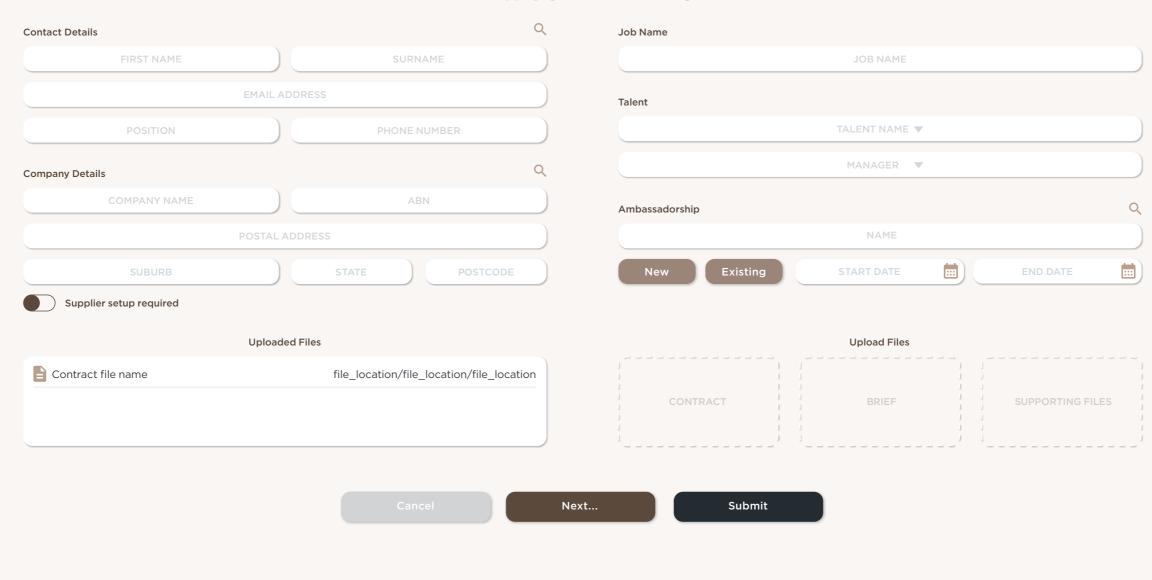


Sort jobs by talent ▼ SEARCH Show all Show urgent jobs Sort jobs by client ▼

| Talent            | Client       | Contact       | Job Title         | Brief Date | Due Date | Completion Date | Invoiced | Paid |                 |
|-------------------|--------------|---------------|-------------------|------------|----------|-----------------|----------|------|-----------------|
| • Khanh Ong       | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | X        | X    | SEE JOB DETAILS |
| Khanh Ong         | Jenny Agency | RIPOFF agency | TV Show           | 25/06/24   | 25/06/24 | 25/06/24        | x        | X    | SEE JOB DETAILS |
| Khanh Ong         | Jenny Agency | RIPOFF agency | Book Deal         | 25/06/24   | 25/06/24 | 25/06/24        | ×        | x    | SEE JOB DETAILS |
| Khanh Ong         | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | x        | x    | SEE JOB DETAILS |
| Taylors Fist      | Jenny Agency | RIPOFF agency | Book Deal         | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Aurelia St Clair  | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Courtney Rowlsten | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| • Khanh Ong       | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| • Taylors Fist    | Jenny Agency | RIPOFF agency | Book Deal         | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Aurelia St Clair  | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Courtney Rowlsten | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Khanh Ong         | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Taylors Fist      | Jenny Agency | RIPOFF agency | Book Deal         | 25/06/24   | 25/06/24 | 25/06/24        | ×        | х    | SEE JOB DETAILS |
| Aurelia St Clair  | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Courtney Rowlsten | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| • Taylors Fist    | Jenny Agency | RIPOFF agency | Book Deal         | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
| Aurelia St Clair  | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | ×    | SEE JOB DETAILS |
| Courtney Rowlsten | Jenny Agency | RIPOFF agency | Social brand post | 25/06/24   | 25/06/24 | 25/06/24        | х        | х    | SEE JOB DETAILS |
|                   |              |               |                   |            |          |                 |          |      |                 |



#### **NEW JOB - DETAILS**



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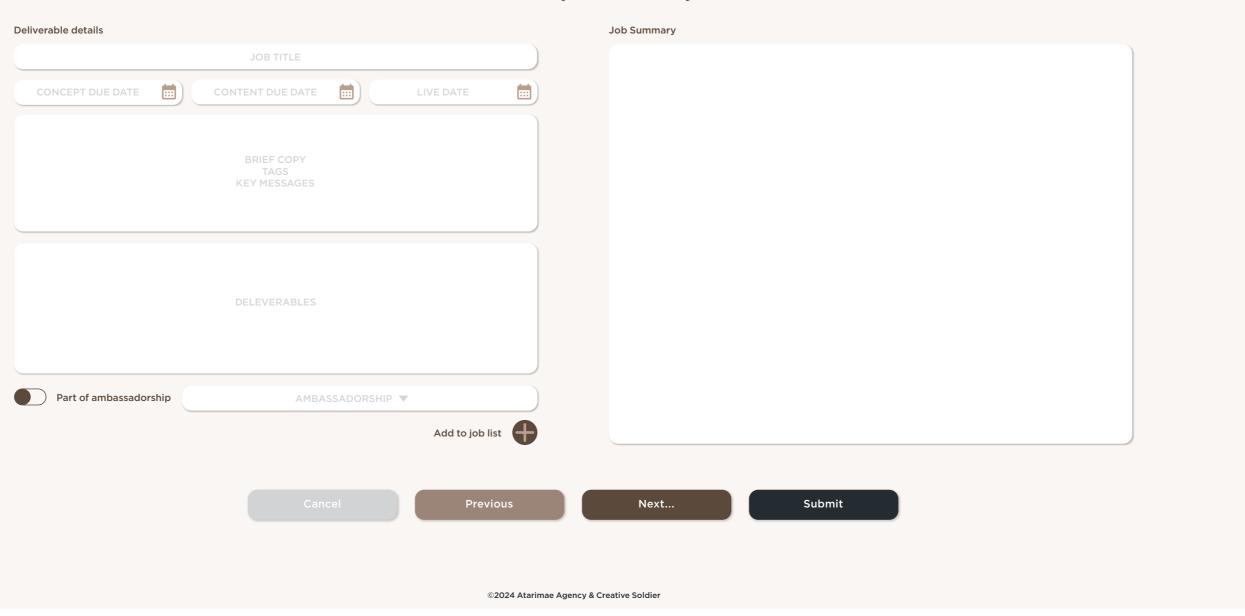


### FINANCE - {JOB NAME}

| Job Remunerat  | ion               |                         |
|----------------|-------------------|-------------------------|
| Po Number:     | PO NUMBER Fee: \$ | \$                      |
| Gst 10%:       | YES: No: Usage:   | \$                      |
| Asf:           | % Royalities:     | \$                      |
| Commission:    | % Payment Terms:  | DAYS                    |
| Expenses:      |                   | \$                      |
|                | EXPENSES          |                         |
|                |                   |                         |
| Miscellaneous: |                   | \$                      |
|                | MISCELLANEOUS     |                         |
|                |                   |                         |
|                |                   |                         |
|                |                   | Add to invoice list     |
|                |                   |                         |
|                | Cancel            | Previous                |
|                |                   |                         |
|                |                   | ©2024 Atarimae Agency 8 |

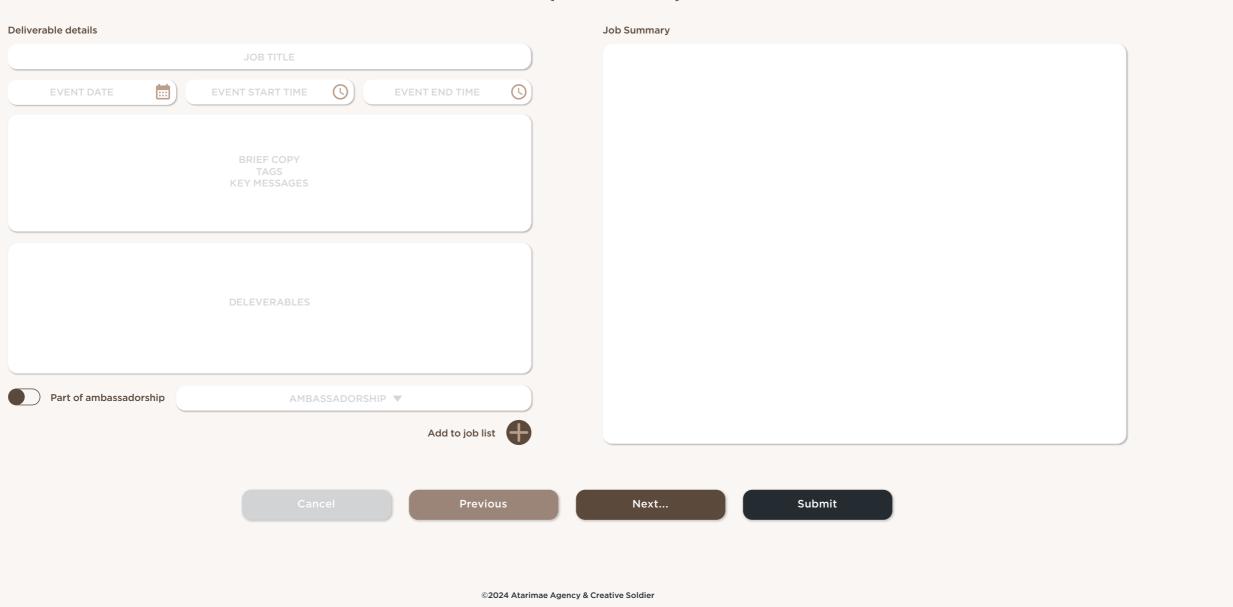


### **SOCIAL - {JOB NAME}**



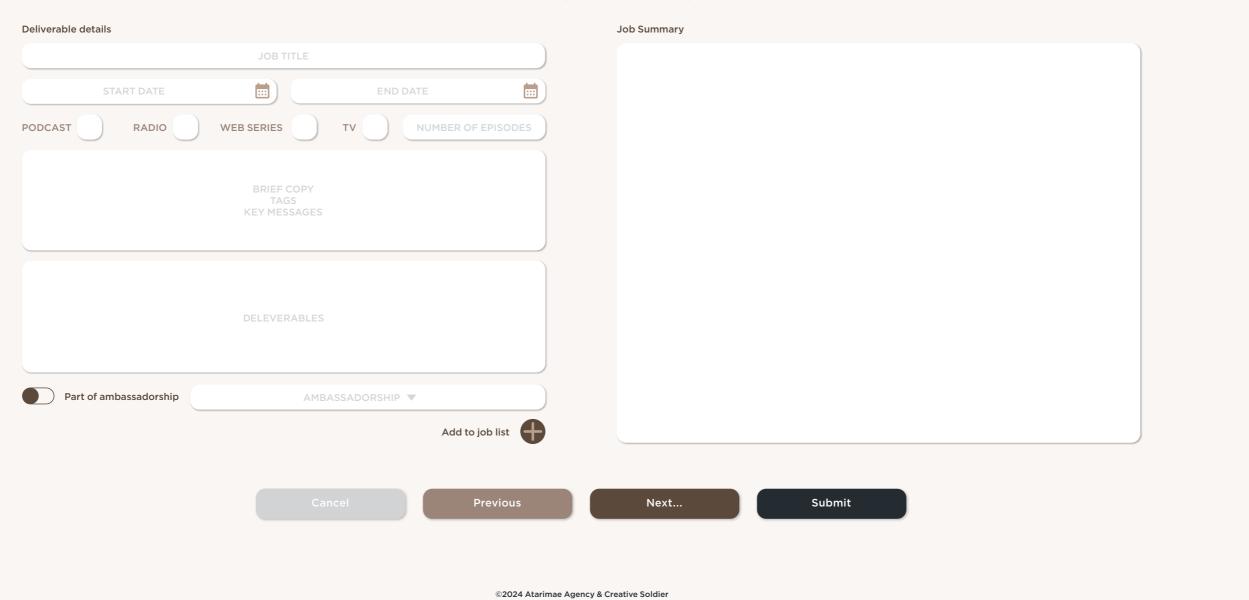


### **EVENT - {JOB NAME}**



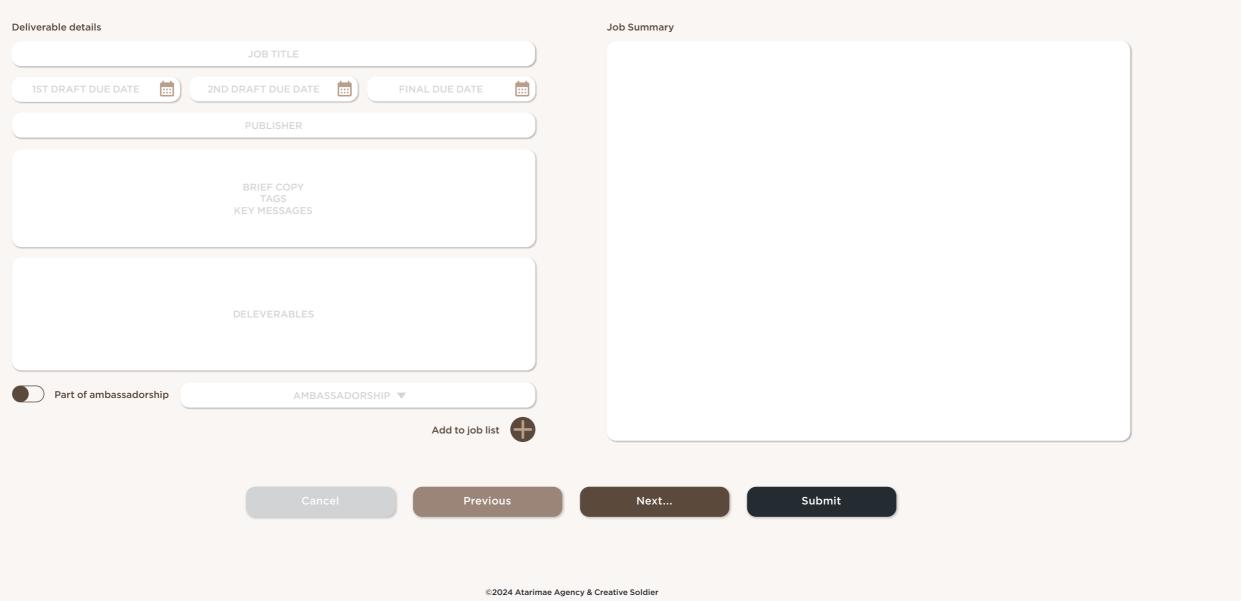


### **MEDIA - {JOB NAME}**



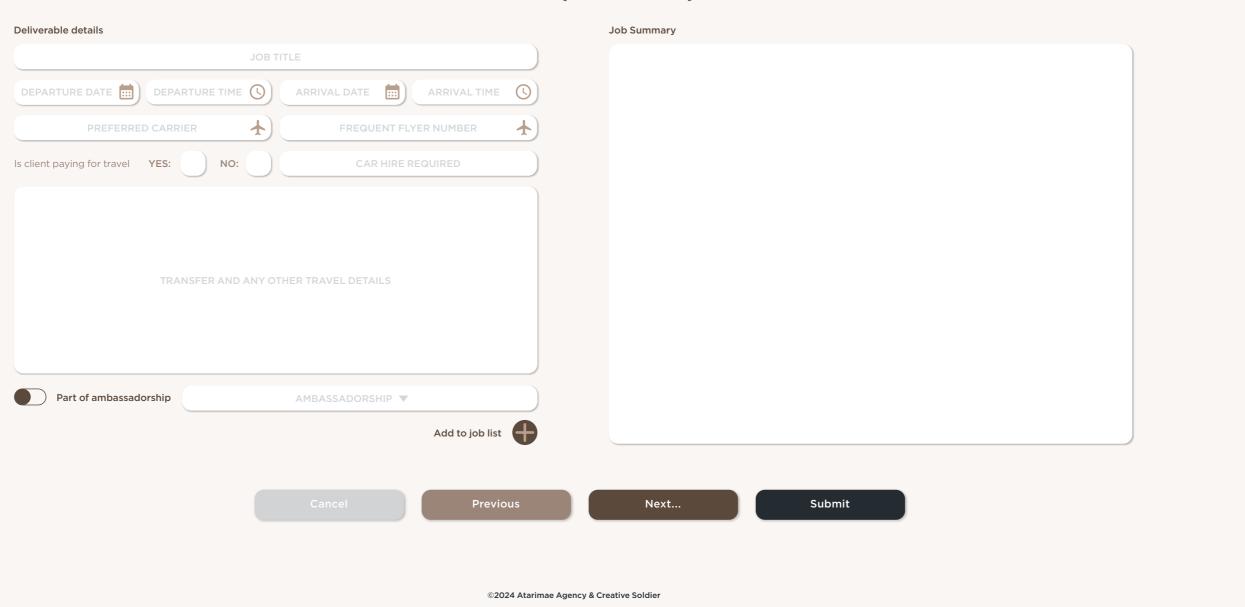


### PUBLISHING - {JOB NAME}





### TRAVEL - {JOB NAME}





### CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status ▼

| Contact Details         | Q   | Job Name                              |                   |              |                 |     |
|-------------------------|---|---------------------------------------|-------------------|--------------|-----------------|-----|
| Jenny                   | Whitelady                                 | Chemist V                             | Varehouse 2024 Am | bassadorship |                 |     |
| J.Whitelady@            | ojagency.com.au                           | Talent                                |                   |              |                 |     |
| Account Director        | 0421 635 896                              |                                       | Khanh Ong         |              |                 |     |
| Company Details         | Q   |                                       | Lena Balout       |              |                 |     |
| JAgency                 | 86 632 541 236                            | Ambassadorship                        |                   |              |                 | Q   |
| Suite 5, 897            | Agency Road                               | Chemist V                             | Varehouse 2024 Am | bassadorship |                 |     |
| Surry Hills             | NSW 2010                                  | New Existing                          | 01/06/2024        |              | 01/06/2025      |     |
| Supplier setup required |   |                                       |                   |              |                 |     |
| Uploa                   | ded Files                                 |                                       | Upload Files      |              |                 |     |
| Contract file name      | file_location/file_location/file_location | 1                                     |                   | 1 1          |                 | 1   |
| Brief file name         | file_location/file_location/file_location | CONTRACT                              | BRIEF             |              | SUPPORTING FILE | s j |
| Supporting file name    | file_location/file_location/file_location | 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 |                   | 1 1          |                 |     |
|                         | Cancel Nex                                |                                       |                   |              |                 |     |

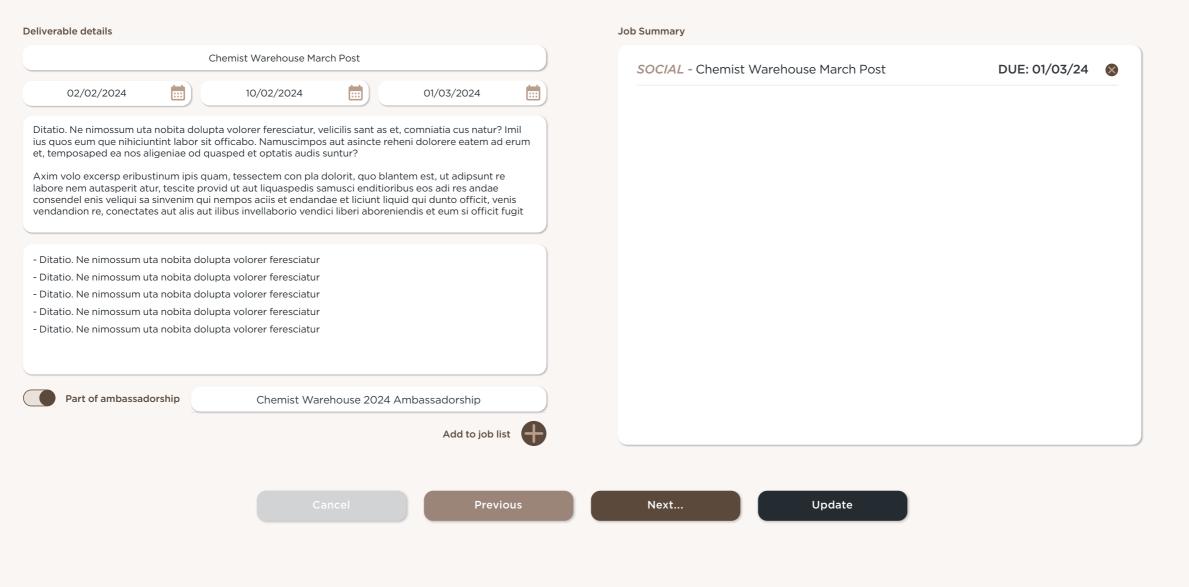


### FINANCE - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status

| Po Number:  |
|---|
| Asf: YES: No: Usage: \$5,000  Asf: 15 % Royalities: \$  Commission: % Payment Terms: 60 DAYS  Expenses: \$520.00  Travel to and from airport and cooking supplies  Miscellaneous: \$600 |
| Commission:   |
| Expenses: \$520.00  Travel to and from airport and cooking supplies  Miscellaneous: \$600   |
| Travel to and from airport and cooking supplies  Miscellaneous: \$600   |
| Travel to and from airport and cooking supplies  Miscellaneous: \$600   |
| Miscellaneous: \$600  |
|   |
| Travel for manager to and from event  |
|   |
|   |
|   |
| Add to invoice list   |
|   |
| Cancel Previous Next Update   |
|   |
| ©2024 Atarimae Agency & Creative Soldier  |



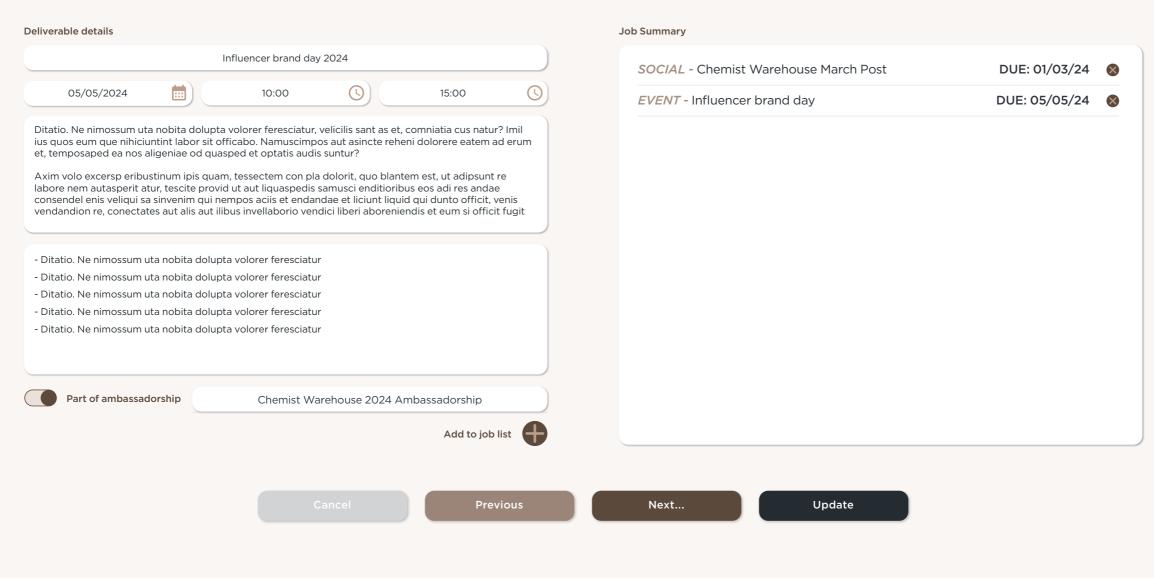
#### SOCIAL - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status ▼



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#### EVENT - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status ▼





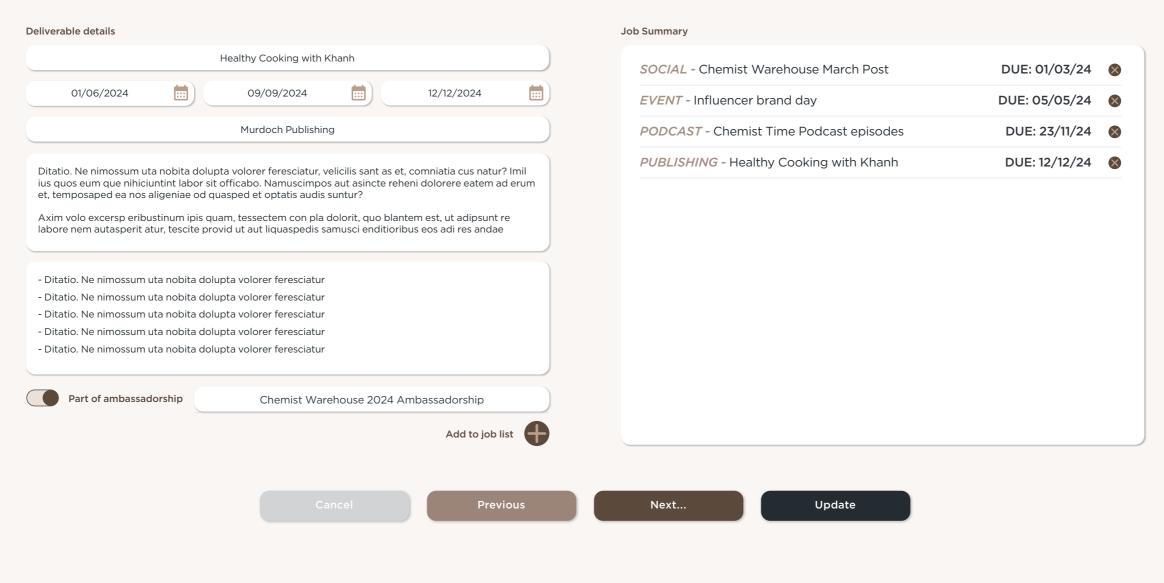
### MEDIA - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status ▼

| Deliverable details   |  |   | Job Summary                             |               |          |
|---|--|---|---|---------------|----------|
| CI  | hemist Time Podcast episodes   |   | SOCIAL - Chemist Warehouse March Post   | DUE: 01/03/24 | ×        |
| 23/09/2024  | 23/11/20   | 024   | EVENT - Influencer brand day            | DUE: 05/05/24 | ×        |
| PODCAST / RADIO   | WEB SERIES TV  | 3   | PODCAST - Chemist Time Podcast episodes | DUE: 23/11/24 | <b>×</b> |
| ius quos eum que nihiciuntint labor sit c<br>et, temposaped ea nos aligeniae od qua<br>Axim volo excersp eribustinum ipis qua | ta volorer feresciatur, velicilis sant as et, co<br>officabo. Namuscimpos aut asincte reheni<br>lasped et optatis audis suntur?<br>am, tessectem con pla dolorit, quo blanten<br>vid ut aut liquaspedis samusci enditioribus | dolorere eatem ad erum<br>n est, ut adipsunt re |   |               |          |
| - Ditatio. Ne nimossum uta nobita dolu<br>- Ditatio. Ne nimossum uta nobita dolu<br>- Ditatio. Ne nimossum uta nobita dolu    | pta volorer feresciatur  |   |   |               |          |
| <ul> <li>Ditatio. Ne nimossum uta nobita dolu</li> <li>Ditatio. Ne nimossum uta nobita dolu</li> </ul>                        | •  |   |   |               |          |
| Part of ambassadorship  | Chemist Warehouse 2024 Amb   | bassadorship                                    |   |               |          |
|   |  | Add to job list                                 |   |               |          |
|   |  |   |   |               |          |
|   |  | Previous  | Next Update                             |               |          |
|   |  |   |   |               |          |
|   |  |   |   |               |          |

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#### PUBLISHING - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP Change Status ▼



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Change Status ▼

#### TRAVEL - CHEMIST WAREHOUSE 2024 AMBASSADORSHIP

Deliverable details Job Summary Flight to Sydney 25/10/2024 **SOCIAL** - Chemist Warehouse March Post DUE: 01/03/24 25/10/2024 13:30 (1) 25/10/2024 12:00 **EVENT** - Influencer brand day DUE: 05/05/24 4 QANTAS Q5689632 **PODCAST** - Chemist Time Podcast episodes DUE: 23/11/24 **PUBLISHING - Healthy Cooking with Khanh** DUE: 12/12/24 NO Is client paying for travel YES: TRAVEL - Flight to Sydney 25/10/2024 DUE: 25/10/24 Ditatio. Ne nimossum uta nobita dolupta volorer feresciatur, velicilis sant as et, comniatia cus natur? Imil ius quos eum que nihiciuntint labor sit officabo. Namuscimpos aut asincte reheni dolorere eatem ad erum et, temposaped ea nos aligeniae od quasped et optatis audis suntur? Axim volo excersp eribustinum ipis quam, tessectem con pla dolorit, quo blantem est, ut adipsunt re labore nem autasperit atur, tescite provid ut aut liquaspedis samusci enditioribus eos adi res andae Ditatio. Ne nimossum uta nobita dolupta volorer feresciatur, velicilis sant as et, comniatia cus natur? Imil ius quos eum que nihiciuntint labor sit officabo. Namuscimpos aut asincte reheni dolorere eatem ad erum et, temposaped ea nos aligeniae od quasped et optatis audis suntur? Axim volo excersp eribustinum ipis quam, tessectem con pla dolorit, quo blantem est, ut adipsunt re labore nem autasperit atur, tescite provid ut aut liquaspedis samusci enditioribus eos adi res andae Part of ambassadorship Chemist Warehouse 2024 Ambassadorship Add to job list Next... Update









SEARCH

Show all

| Client       | Contact       | Phone        | State | Туре                           |  |
|--------------|---------------|--------------|-------|--------------------------------|--|
| Jenny Agency | RIPOFF agency | 02 6598 6325 | NSW   | Advertising Agency SEE DETAILS |  |
| Britney PR   | RIPOFF agency | 0145 698 523 | VIC   | PR Agency SEE DETAILS          |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | VIC   | Direct Client SEE DETAILS      |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | SA    | Management Company SEE DETAILS |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | WA    | Speakers Buero SEE DETAILS     |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | ACT   | Advertising Agency SEE DETAILS |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | NSW   | PR Agency SEE DETAILS          |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | VIC   | Direct Client SEE DETAILS      |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | VIC   | Management Company SEE DETAILS |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | SA    | Speakers Buero SEE DETAILS     |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | WA    | Advertising Agency SEE DETAILS |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | ACT   | PR Agency SEE DETAILS          |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | NSW   | Direct Client SEE DETAILS      |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | VIC   | Management Company SEE DETAILS |  |
| Jenny Agency | RIPOFF agency | 02 6598 6325 | VIC   | Speakers Buero SEE DETAILS     |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | SA    | Speakers Buero SEE DETAILS     |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | WA    | Direct Client SEE DETAILS      |  |
| Jenny Agency | RIPOFF agency | 0145 698 523 | ACT   | Management Company SEE DETAILS |  |











### **SETTINGS**

#### Users

| Name           | Email                   | Phone        | Username |              |
|----------------|-------------------------|--------------|----------|--------------|
| Lena Balout    | lena@atarimae.agency    | 0413 974 801 | lenab    | EDIT DETAILS |
| Terry Barridge | terry@atarimae.agency   | 0432 511 300 | terryb   | EDIT DETAILS |
| Michael Lipman | michael@atarimae.agency | 02 6598 6325 | michaell | EDIT DETAILS |

#### Talent

| Name          | Email                   | Phone        | Username |              |
|---------------|-------------------------|--------------|----------|--------------|
| Khanh Ong     | lena@atarimae.agency    | 0413 974 801 | lenab    | EDIT DETAILS |
| Jasmin Weston | terry@atarimae.agency   | 0432 511 300 | terryb   | EDIT DETAILS |
| Sam Young     | michael@atarimae.agency | 02 6598 6325 | michaell | EDIT DETAILS |

#### Ambassadorships

| Name           | Email                   | Phone        | Username |              |
|----------------|-------------------------|--------------|----------|--------------|
| Lena Balout    | lena@atarimae.agency    | 0413 974 801 | lenab    | EDIT DETAILS |
| Terry Barridge | terry@atarimae.agency   | 0432 511 300 | terryb   | EDIT DETAILS |
| Michael Lipman | michael@atarimae.agency | 02 6598 6325 | michaell | EDIT DETAILS |

New Ambassadorship

Update











### **SETTINGS**

| New User          |         |              |  |
|-------------------|---------|--------------|--|
| FIRS              | T NAME  | SURNAME      |  |
| EMAIL             | ADDRESS | PHONE NUMBER |  |
| Login Information |         |              |  |
| USE               | RNAME   | PASSWORD     |  |
|                   |         |              |  |
|                   |         | Create       |  |

Profile Image



<u>UPDATE</u>













### **SETTINGS**

Profile Image

| New User             |              |
|----------------------|--------------|
| LENA                 | BALOUT       |
| LENA@ATARIMAE.AGENCY | 0413 974 801 |
| Login Information    |              |
| LBALOUT              |              |

Update











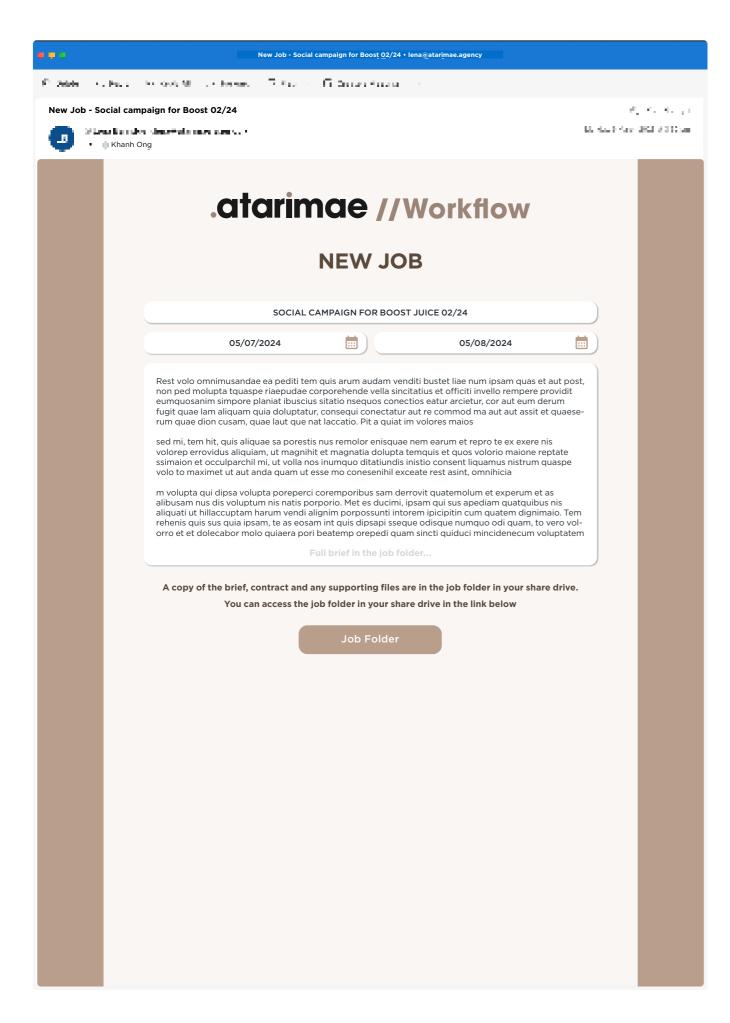
### **SETTINGS**

| New Talent        |                       |                            |
|-------------------|-----------------------|----------------------------|
| FIRST NAME        |                       | SURNAME                    |
| EMAIL ADDRESS     |                       | PHONE NUMBER               |
|                   | ADDRESS               |                            |
| SUBURB            | STATE                 | POSTCODE                   |
| PREFERRED AIRLINE |                       | FREQUENT FLYER NUMBER      |
| ABN               |                       | PUBLIC LIABILITY INSURANCE |
|                   | CHOOSE HIGHLIGHT COLO | OR ▼                       |

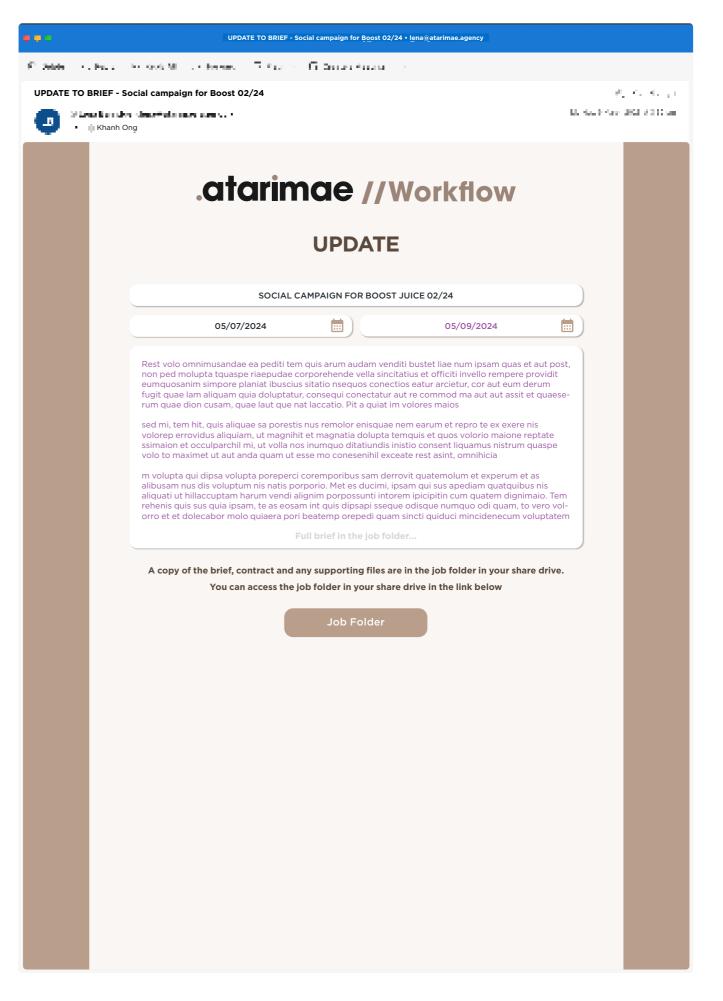
Profile Image



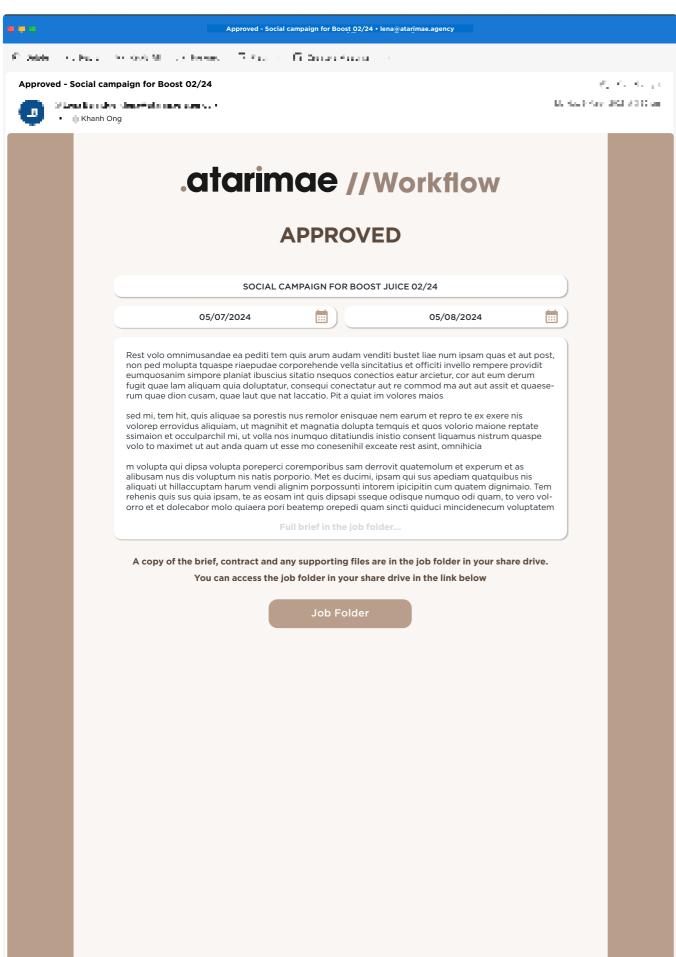
<u>UPDATE</u>



NEW JOB EMAIL

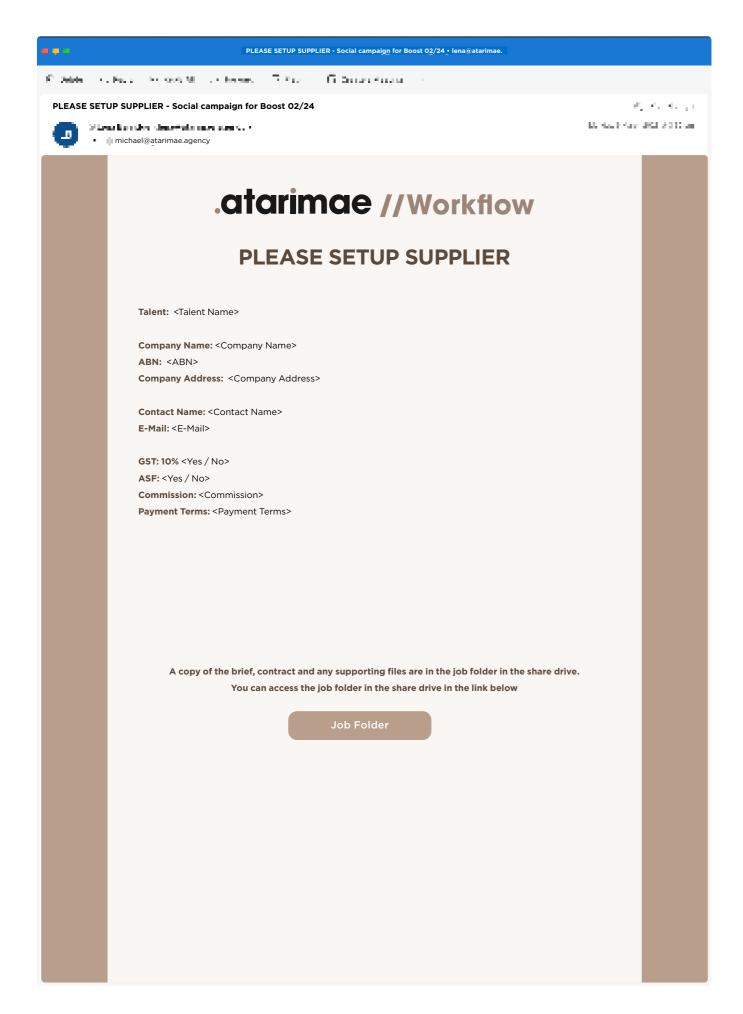


**UPDATE JOB EMAIL** 

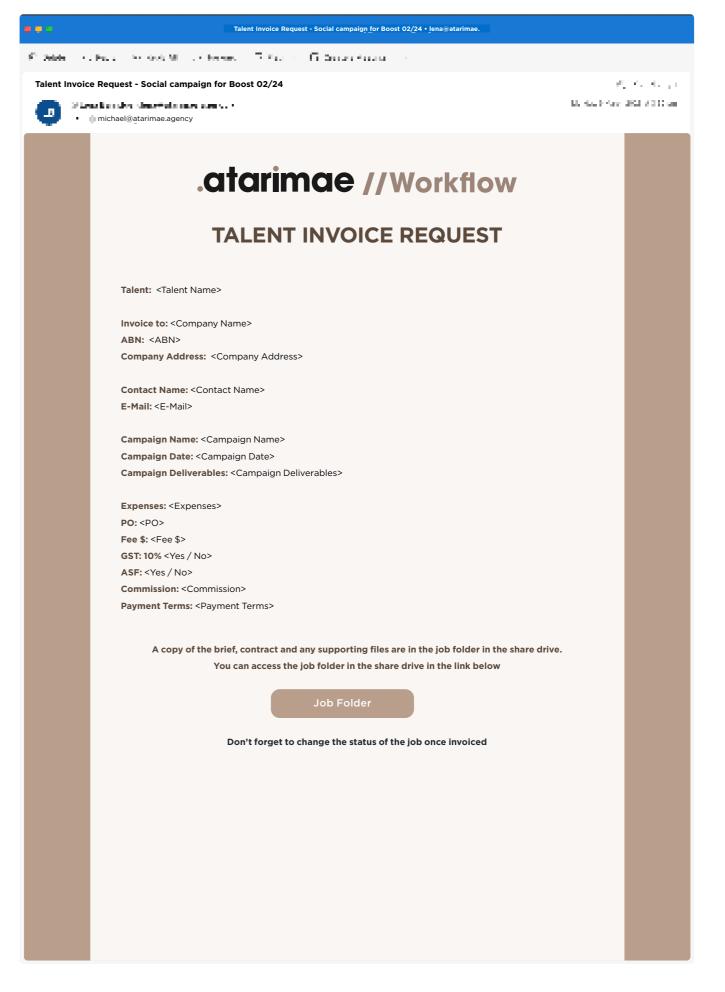


APPROVED JOB EMAIL

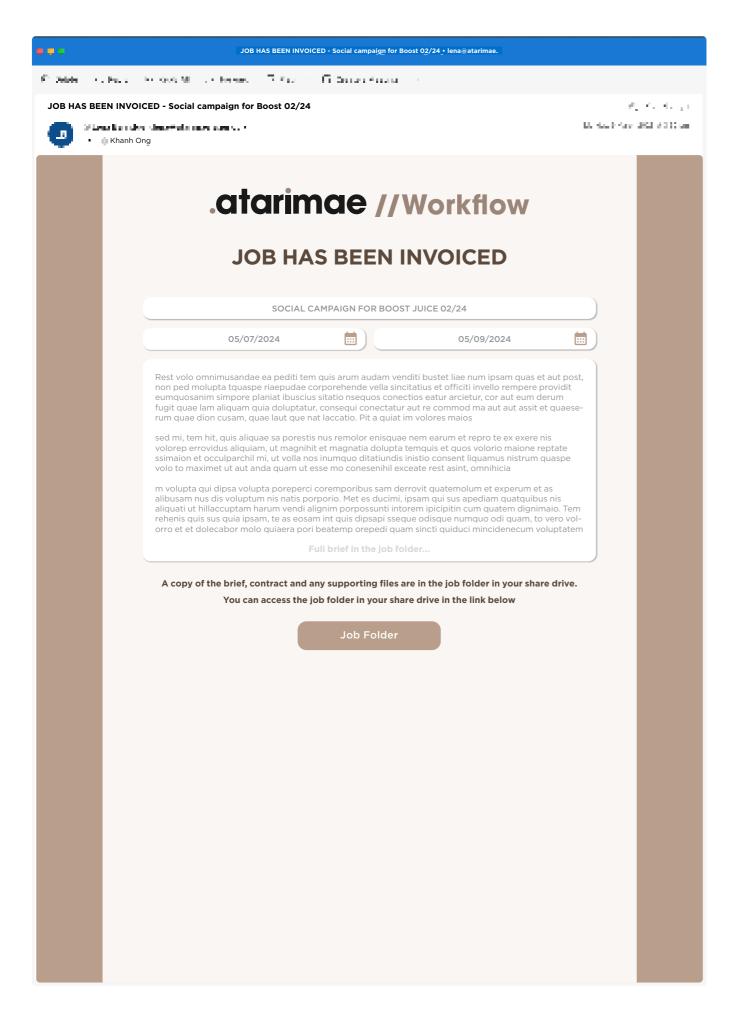
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INVOICE REQUEST EMAIL IN



INVOICE REQUEST EMAIL



JOB HAS BEEN INVOICED EMAIL JOB HAS BEEN PAID EMAIL

