Yay! You're about to get amazing content.

Welcome to the world of Stories by Emma.

Thanks so much for trusting us with your project.

We're invested in your success, and vow to treat your business as if it's our own.

You're going to get copy and content that gets results!

Talk soon,









Next steps

- 1. Celebrate! Content is on the way.
- 2. Pay your 50% deposit (sent via email).
- 3. <u>Schedule your kick-off call.</u> Before we start, we want to chat so we get it right.
- **4. Send over any relevant assets.** Send important docs to emma@storiesbyemma.co.

What to expect from us

We'll respond to your emails within 48

- 72 hours, at most (unless we're on vacation— and if we go away, we'll tell you).

We manage your project using

Basecamp. We do this for our internal purposes, but if you'd like to join us to stay on top of things, we'll invite you.

If you want to book a meeting, simply use our handy scheduling link.

When things come up, we'll talk to you.

We want to be open and transparent as issues arise. If roadblocks arise, we vow to come to you.

What we expect from you

Respond to our emails within 72 hours (even if you just say "I don't know- let me get back to you")

Pay your invoices on time (we request a 50% deposit upfront, and then we invoice on the last Friday of every month. Our payment terms are net 30).

Make yourself available for phone and video meetings as needed.

Provide us with all the information we need to be successful. This includes sales decks, phone calls, product demos, and anything else that can help us understand your business.

Be honest and transparent if you feel icky. If anything doesn't feel right, you need to share it with us so we can do our best to make things right.

