

## **Big Biz Box and BigBizBox.com**

### **Business Structure and Referral Affiliate Agreement**

This agreement defines the business operation between Big Biz Box, [BBB] hereafter, (also BigBizBox.com) and persons who wish to work with [BBB] as an Referral Affiliate.

A Referral Affiliate is one who serves clients, produces work product to satisfy client contracts and will be compensated for same, on behalf of [BBB]. A Referral Affiliate shall be obligated to agreed-upon expenses shared with [BBB], such as work environment or expenses created as the result of work product. Work initiated, created, produced by [BBB] and its Referral Affiliates, ownership of all work product, and contracts created and supported thereto, shall be bound by this agreement. All work produced, owned or serviced by, and all contracts held by [BBB] are the sole property and obligation of [BBB]. The Referral Affiliate has no obligation to, or rights to, either the business practices of, or services rendered to, [BBB], outside this agreement. A Referral Affiliate serves [BBB] clients on behalf of [BBB], and may or may not, have direct contact with client, at the sole discretion of [BBB].

[BBB] intends to support entrepreneurs and businesses of any size, by offering services and products intended to manage or promote said business clients and their endeavors. [BBB] intends to create and manage mutually-beneficial referral agreements with other businesses and entities who provide services we wish to outsource in order to meet the needs of and obligations to our clients. All agreements and contracts shall have the sole purpose of satisfying the needs of our clients, and producing profit for [BBB] through the creation of WORK PRODUCT.

IT IS MUTUALLY AGREED that [BBB] and the Referral Affiliate whose signature is on this contract hereby acknowledge the following agreement for business operation of, and financial distribution of funds to both parties; or mutually-held losses or obligations, to represent a profit and revenue sharing agreement. Any mutually-held obligation such as ownership of real property, rent, office management or any expense under the name [BBB] shall be the responsibility of [BBB].

**WORK PRODUCT:** Work product is defined as any material, intellectual property, physical, digital or web-based product or service, created, performed or produced, resulting in the collection of a fee paid to [BBB]. All applicable laws for North Carolina based LLC or INC shall be followed and enforced.

**RESPONSIBILITIES:** [BBB] shall be responsible for client acquisition, management and services for areas including but not limited to management of the BUSINESS DIVISION, including business Consultation, Branding, Logo and Graphic Design, Business Plan Creation and Development, Legal Services (outsourcing and contracting), Trusts, Biz Reboot Program TM, Business Management Services, Merchant Services, Payroll, Deposit and Cash Management Tools, Remote Bank Deposits, Business Invoicing, Tax Services, Bookkeeping Services (QuickBooks), Bill Payment Tools, Lending Services, Budgeting Tools, Accounts Payable Management, or the management, financial management and administration of the daily operation of [BBB]; Management of the WEB DIVISION, including Custom Website Design, Search Engine Optimization, Analytics, Blog Development, Newsletters, Long-term Customer

Communication and Satisfaction, Domain procurement, connection and development of web-based content, Web hosting, Content Creation, Creative writing and Content Management, Website Refresh Program TM; management of the ADVERTISING DIVISION, including Online Display Advertising, Social Media Marketing & Management, In-Store Digital Sign Network Subscriptions, Creating and supporting Unique Local Advertising Opportunities, Direct Mail, Coupon Books, Targeted online marketing, or the management and administration of the daily operation of [BBB].

[BBB] shall secure Referral Affiliates to perform some or all of these services at its discretion. Referral Affiliate(s) shall be responsible for any services listed above as pertains to his or her specialties and performance agreements with [BBB].

Both parties shall be responsible for the servicing and management of affiliate and referral programs and activities for the purpose of promoting and supporting the work of [BBB]. All actions promised to a client shall be fulfilled by the promising party and [BBB] for the purpose of the best outcome for all parties. Affiliate or Referral agreements, Contracts or Service agreements, or other binding documents bearing the [BBB] name or logo shall be created and serviced upon mutual agreement of all parties.

Both parties shall strive to enhance, honor and protect all contracts, agreements, logos or emblems, digital or physical, portraying the [BBB] name.

**PAYOUTS:** Payouts resulting from [BBB] work produced will be made on the last day of each month, prioritized by payments to affiliates, creditors, employees, client disbursements or other financial obligations first. Payouts are not valid for any employee or party in this agreement who is not actively engaged, either in providing the service or sale, or ensuring the successful completion thereof, by regularly attending to the needs of this business entity. Contracted parties will share fees obtained for all products or services produced under the [BBB] iteration and the work of the Referral Affiliate that pertains to any client payment. [BBB] profits will enable each actor to develop efficiencies, or innovate in mutually beneficial ways to grow the business of [BBB]. This agreement is installed in order to ensure that each entity is compensated for his or her efforts.

**PROFIT SHARING:** Income will be calculated only for sales and Work Product produced by named Referral Affiliate.

**METHOD:** Below is the standard responsibility of all parties for payouts in order of financial distribution based on OPERATIONS. No payouts will be given until the balance in full, or regular payments of balance from client(s) paying for said operation, is paid to [BBB]. Any client refund or other disbursement shall be equally shared by both parties in performance of regular business operations.

**MODIFICATIONS:** This instrument may not be changed orally. Any modifications of this agreement must be by written supplemental agreement executed by all parties, and attached hereto with notarized signatures.

**TERMINATION and DISSOLUTION:** This agreement may be terminated by either party by providing the following: Final Disbursement of all profits equally shared or completion of all contracts served by Referral Affiliate and [BBB]; Providing written notice 60-days in advance of termination or dissolution.

**OPERATIONS:** (service, sales, revenue stream)                                      **AMOUNT** (% of profit after expenses)

**AFFILIATE / REFERRAL LEVELS**

[Affiliate1- Work Initiated by BBB; Performed by In-House Affiliate]	[70% Affiliate / 30 % BBB]
[Affiliate 2- Work Initiated by In-House Affiliate in Collaboration with BBB]	[80% Affiliate / 20 % BBB]
[Affiliate 3- Work Completed Solely by In-House Affiliate; Billed or Serviced by BBB]	[90% Affiliate / 10 % BBB]

IN WITNESS WHEREOF, the parties have hereunto signed this agreement

Signature: [BBB] Ownership

Signature: Referral Affiliate

\_\_\_\_\_

\_\_\_\_\_

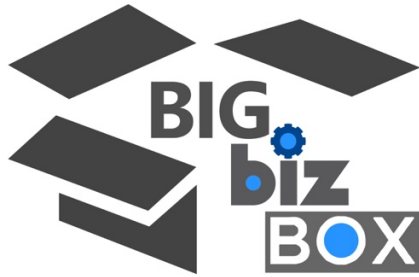
\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENTS:**  
Business Logo  
Business DMO



**Big Biz Box dot com Daily Method of Operation**  
**Refreshing Your Business™**

One-stop business **development**, **management** and **promotion** services

**Business Development Services**

- Consultation: from concept to implementation
- Branding
- Logo and Graphic Design
- Business Plan Creation and Development
- Legal Services: LLC, INC., Trusts
- Biz Reboot Program™**

Pricing:

---

---

---

---

---

---

- Future:  
*Local office spaces*  
*Local office services*

**Business Management / Financial Services**

- Merchant Services
- Payroll
- Deposit and Cash Management Tools
- Remote Bank Deposits
- Business Invoicing
- Tax Services
- Bookkeeping Services (QuickBooks)
- Bill Payment Tools
- Lending Services
- Budgeting Tools
- Accounts Payable Management
- Accounts Receivable Management

---

---

---

---

---

---

---

---

---

---

---

---

**Business Promotion Services**

**WEB DIVISION**

BBB loves creating new business relationships, and website referrals are a great way to get to know our clients. Our diverse client base includes local small businesses, individuals, religious groups, regional institutions and national advertisers. They all understand what sets BBB apart: our passion for getting to know our clients and working tirelessly on their behalf. If you're seeking a partner to help you develop creative and dynamic web content, please reach out to our team.

**Custom Website Design**

Free Consultation  
 Price by client requirements

A dynamic, responsive website is the public face for the modern business. BBB will create a website designed to meet your specific needs, and be remain in your service for the long-term. Websites powered by BBB are mobile-friendly

and optimized for maximum search engine exposure. We help businesses with e-commerce, retail, real estate, informational, institutional and client-based needs. We create effective call to action communication that sends qualified customers to your door. Dynamic and transparent communication tools help you attract, educate, secure and promote your best customers.

If you need to manage your website yourself, we can create a Content Management System within your site, train you and then hand over the keys.

### **Responsive Design**

The ability to see your website from any device is important. We make sure your site is viewable on any device.

### **Search Engine Optimization**

Our solutions employ tools and techniques for search engine optimization, including: wording selection, page titles, meta tags, and regular Google Analytic integration. Your site will generate SEO friendly URLs, sitemaps, and a detailed SEO checklist.

### **Analytics**

Google Analytics is a service offered by Google that generates detailed statistics about a website's traffic. It measures conversions and sales. BBB provides analytics for your site regularly, so you know if people are noticing and responding to what you do.

BBB installs and configures Google Analytics as part of all sites we create.

### **Blog Development, Newsletters, and Long-term Customer Communication**

Content is key on a great website. Statistics show that a well-maintained blog is a key catalyst for increasing web traffic. Use your site to disseminate news, information, and relevant content.

**Domain procurement, connection and development**

\$199 plus cost of URL

**Web hosting**

\$39/mo

**Content Creation, Creative writing and Content Management**

Free Consultation

Price by client requirements

**Website Refresh Program TM**

Free Consultation

Price by client requirements

Have you checked your website lately? Your customers have. Is it tired and worn out? Is it responsive and working at capacity? Are you gaining the leads needed to make your web guests your best customer? Industry experts agree- your website should be refreshed regularly. Our [Website Refresh Program TM](#) is an affordable way to make a big difference.

BBB specializes in website design & development, social media & search engine marketing and advertising solutions from coast to coast. Our designers will work hard to translate your needs into a dynamic website. All day, every day.

## **ADVERTISING DIVISION**

### **Online Display Advertising**

It's very easy to start internet campaigns for your business. Tell us what you want to say, who you want to see it, and set your budget. We do the rest. With several options for targeted results, we'll help you decide what service is best for your business.

### **Hyper-Local, Targeted Internet Advertising**

BBB creates incredibly targeted and specific local internet advertising for our clients. Choose a "digital zip" radius around your business address, select your preferred demographic audience and tell us your monthly budget. Decide who is your best audience and what is your best offer. We will create a custom ad campaign that will be seen on local and national websites, within your target zone, on Computers, Tablets and Mobile devices, and connect product or service with the right customer, every time. We combine the personal service of an individual consultant, the expertise of a local agency and the scale of a national brand. Local businesses can reach consumers in multiple ways – through their website, search ads, online/mobile display ads, direct mail and print directories. Since your business can't really rely on just one approach; we offer comprehensive and integrated programs to achieve the highest return on investment. We take the guesswork out of marketing your business and help determine the right approach.

BBB provides tailored marketing programs that fit every goal and budget.

## **Social Media Marketing & Management**

Many of our business clients take advantage of BBB's social media services. A social media presence is a great way to stay fresh and active in your best customer's mind. If managing Facebook, Twitter, Instagram, Google and other social media is a hassle, allow us to manage your social presence for you! Integrated, proactive and responsive, we will keep you front and center on all social media.

Strategic Marketing Plan Development  
Integrated Marketing Campaigns  
Public Relations  
Email Marketing  
Newsletters  
Graphic Design  
Web Analytics  
Web Analytics  
Creative Writing and Content

Marketing Consultation  
Social Media Management and Strategy  
Social Media Ads  
Direct Mail and Print  
Content Marketing and Copywriting  
Photography  
Search Engine Optimization  
Press Releases  
More

## **In-Store Digital Sign Network Subscriptions**

BBB offers professional digital signage and local advertising solutions with our partner, Big Fish Digital Signs.

We start by assessing each client's needs and offering personal attention to make sure we choose the best solutions for positive results. Digital Menu Boards, Kiosks, Stadium Signage, Retail Signage, In-House Networks and local Internet advertising... we have a visual strategy for you.

Beyond stand-alone digital signage solutions, we offer our Neighborhood Network TM Program. You can connect your in-store digital sign with others in your area, to create a Neighborhood Network TM. A Neighborhood Network is created when local businesses share promotional content on a community group of in-store digital signs.

## **Unique Local Advertising Opportunities**

BBB regularly offers unique ways to market your business, including locally-sponsored projects such as Stadium signage, affiliate and partnership advertising, digital signage or other media methods by which to connect with your best customers.

## **ADVERTISING PHILOSOPHY: THE SELECT MARKETING METHODOLOGY**

Select marketing makes it easy for your ideal customer to see you, buy from you, online or in-store, and promote you.

Consumers are becoming more proactive because of the ease of online and mobile search, and demographically-targeted media advertising. Consumers and retailers are creating systems to overcome obstacles and create easy purchasing solutions. Consumer shopping behavior and business information sharing is evolving, so every business needs new ways to reach, secure and retain customers.

Select marketing focuses on attracting your best customers to you, allowing you to serve them well and convert them into happy clients who tell others about you.

### **What is Select Marketing?**

Few people say, "I love being marketed to," but consumers like relevant information about services and products they desire. Select marketing gives consumers the information they seek... and puts you front and center.

Advertising is becoming more personalized, and consumers now expect ads to be personalized. That is how Select Marketing helps. It's how your audience is behaving online today. They're not waiting for the message to be brought to them in the old intrusive way. They're searching online for content that helps solve a problem and make their buying process more informed. The message delivered to them is exactly what they are looking for.

Select advertising positions your company to be the solution your ideal customer is searching for, by developing an online presence that specifically speaks to them and their exact interests and needs.

### **Why does Select Advertising work?**

It gets your best customer's attention, where they are, using in-store images or on-device links.

Instead of relying on traditional ad methods that focus on intrusive messaging to reach your audience, and then hoping for a desired return, we make it easy for your customer to see you, buy from you and promote you. We align your campaigns with your ideal customer's interests, and pull relevant prospects toward your business. Everything we do integrates with your mission, your product or service, in a comprehensive digital strategy.