

# PRODUCTION & CREATIVE SERVICES COST ESTIMATE



**CLIENT** : SMART COMMUNICATIONS, INC.  
**BRAND** : Corporate  
**PROJECT** : Smart Power Partner Program - Affiliate Relations Manager  
**CE. NO.** : SMART-SMART COMMUNICATIONS-2024-0016rev1  
**DATE** : 09 May 2024

16/F Two World Square,  
 #22 Upper Mckinley Road,  
 Mckinley Hill, Fort Bonifacio,  
 Taguig City, 1634  
 Tel.: 8856-7888

	SERVICE	NET	VAT	COST IN PHP
I	<b>Duration: May 2024 to April 2025</b> <b>AFFILIATE RELATIONS</b> <i>Scope-of-work:</i> AFFILIATE ONBOARDING / PROVISIONING - Welcome e-mail - Educational initiatives: Guides, How To, Tips & Tricks, Trends & Updates - Platform & system updates - Affiliate Commendations (Ex: Congratulatory on first sale, high commission performance, etc.) HYPERCARE FOR AFFILIATE INQUIRIES AND CONCERNS	700,000.00	84,000.00	<b>784,000.00</b>
II	MONITORING OF AFFILIATE PERFORMANCE - Monthly reporting of total affiliates: including active & dormant accounts - Monthly review of affiliate sales performance MONITORING & MANAGEMENT OF AFFILIATE PROMOTIONAL POLICY COMPLIANCE - Email correspondence in case of violations - Monitoring of delinquent affiliates - Implementation of corresponding sanctions for delinquent affiliates			
III	AFFILIATE PROMOTIONS MARKETING - Email marketing for special commission offers - Email marketing for products and offers updates - Affiliate marketing content recommendations & suggestions AFFILIATE DEPROVISIONING - Management of affiliate opt-outs - Deletion of user accounts			

**IV AFFILIATE APPLICATIONS MANAGEMENT**

- support needed to process online & manual affiliate applications

*ONLINE APPLICATION ASSISTANCE*






- Monitoring of affiliate applications with pending requirement
- Follow-ups & lead contact
- Manual application assistance
- File management of requirements submitted for manual application
- Tracking of manual application progress

**V COORDINATION WITH APPROVED AFFILIATES FROM MANUAL APPLICATIONS**

- Notify updating of account email
- Notify updating of security parameters requirement

**VI PROJECT MANAGEMENT AND CLIENT**

<b>SERVICING FEE</b>	<b>140,000.00</b>	<b>16,800.00</b>	<b>156,800.00</b>
On items number I			
<b>SUB TOTAL</b>	<b>840,000.00</b>	<b>100,800.00</b>	<b>940,800.00</b>
<b>GRAND TOTAL</b>	<b>840,000.00</b>	<b>100,800.00</b>	<b>940,800.00</b>

SUBMITTED BY:  Jennifer B. Wieneke Head of Business	PREPARED BY:  Claire Lumayad Exec. Assistant / CE Traffic Manager	VERIFIED BY: Lalyn Morete Senior Finance Analyst
NOTED BY:  Diane Chua Managing Director		
APPROVED BY:  Tobiel Castaneda Manager, Innovations & Digital Services	APPROVED BY:  Jerome Almirante Department Head/VP - Innovations and Digital Services	