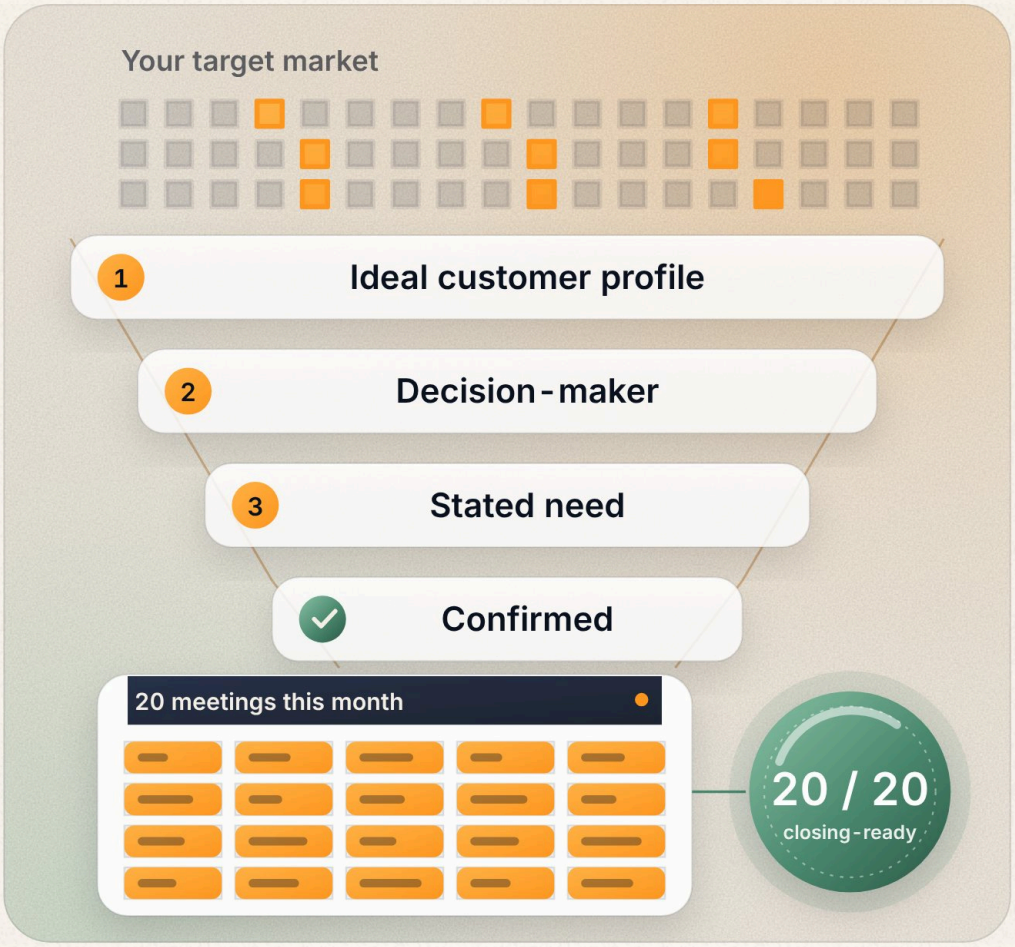
Remote Pro Ai

DRAFT

GROWTH TEAM · SERVICE DOCUMENT

Onboarding checklist

Your 14-day setup, what we need from you, the client questionnaire and how acceptance works



DATE	VERSION	LANGUAGE	PAGES
31 October 2026	v2.0	English	5

01 DAYS 1–14 · SETUP

From signature to your first meeting

Setup starts after signature and first payment. It takes 14 days, is free and does not count toward your month; month 1 starts on Day 15 with 20 closing-ready meetings.

When	Owner	What happens	Deliverable
Before Day 1	You	Complete this checklist and questionnaire.	Completed questionnaire
Day 1	Your dedicated account manager, with your buyer expert	A 90-minute kick-off sets your ICP, decision-maker roles, the value message per role, your exclusions and your tone.	Written targeting
+2 business days	You	Approve the written targeting.	Approved targeting
Days 2–14	Remote Pro Ai	Domains, mailboxes and numbers in your company's name, warmed up gradually; a verified account base; a sample and messaging per role.	Sample and messaging
+2 business days	You	Approve the sample and messaging. Nothing goes out before you approve.	Approved messaging
Day 15	Remote Pro Ai	Launch: daily calls from a ranked list, messages in your voice.	Month 1 starts
Days 15–44	Remote Pro Ai · your representative	20 closing-ready meetings, each with a brief 24 hours before.	20 meetings
Day 44 onward	Remote Pro Ai	Qualified rate against 90% (18 of 20), refunds or replacements, your right to cancel.	Monthly statement

Each late business day extends the window by one day. So does a mid-month change of target segment; the extension shows in your portal.

What we need from you

Before Day 1

- This questionnaire, completed
- Your offer: what you sell, and to whom
- Approved decision-maker titles, and influencers you approve in advance
- Exclusions: customers, open deals, competitors, names never to contact

During setup

- Your buyer expert at the 90-minute kick-off
- Both approvals, each within 2 business days
- Your CRM: HubSpot, Salesforce, Zoho, or none (the portal is your record)
- Who provides numbers, domains and data (same fee either way)

Every month

- A named sales representative attends each meeting
- A stable target segment within the month
- Accept or object within 2 business days of each meeting

02 CLIENT QUESTIONNAIRE

Tell us who you sell to

Please complete before Day 1. Short answers are enough; attach lists where asked. Your dedicated account manager turns this into the written targeting you approve.

1 · Company and contact

Company name

What you sell, and to whom

Website

Contact name and role

Work email · phone

Do you have paying customers today? ☐ Yes ☐ No

2 · Ideal customer profile

Target sectors

The companies that buy from you

Who you sell to ☐ Businesses ☐ Government, via tenders only

Buying signals that matter ☐ Hiring ☐ Licences ☐ Funding ☐ Expansion ☐ Events ☐ Tenders

3 · Decision-makers

Approved titles list

Influencers approved in advance

Value message per role

4 · Markets and language

Target markets ☐ Saudi Arabia ☐ UAE ☐ GCC ☐ Europe ☐ UK ☐ US

Countries or cities

Languages for outreach ☐ Arabic ☐ English ☐ Other

5 · Deals and sales team

First-year deal value (USD) ☐ < 36,000 ☐ 36,000–100,000 ☐ 100,000–250,000 ☐ > 250,000

Sales cycle ☐ < 1 month ☐ 1–3 ☐ 3–6 ☐ 6+ months

Sales team size ☐ Just me ☐ 2–5 ☐ 6–20 ☐ 21–50 ☐ 50+

Named representative who attends

6 · Exclusions (attach lists)

Current customers

Open deals

Competitors

Names never to contact

7 · CRM and calendar

CRM ☐ HubSpot ☐ Salesforce ☐ Zoho ☐ Other ☐ None yet

Calendar for meeting invitations

Do you use BANT? Your thresholds

Completed by

Name · role · date

03 EVERY MEETING

Acceptance and objection

Every meeting is checked against five written criteria that do not change after signature. You have 2 business days to accept or object; an independent Head of Service decides each objection from the recording.

2 days
Business days to accept or object

18 of 20
Qualified floor each month (90%)

USD 275
Refund per unqualified meeting (SAR 1,031)

10 days
Business days to pay a refund after the statement

1. **The meeting is held**
   Your representative has the brief 24 hours before. The meeting is scored 0–100 and approved by your dedicated account manager before it counts.
2. **You accept or object**
   Within 2 business days of the meeting. An objection names the criterion that failed and gives the evidence. No reply within 2 business days counts as acceptance.
3. **An independent decision**
   A Head of Service from outside your account team decides each objection within 2 business days, using the recording.
4. **You choose the remedy**
   For each meeting found unqualified: a refund of USD 275 (SAR 1,031), or a replacement meeting. Your choice.

The five criteria an objection can name

#	Criterion
1	The company is inside the approved ideal customer profile.
2	A decision-maker from the approved titles list attends, or an influencer you approved in advance.
3	They state the need in their own words, documented in the recording or summary.
4	Held for at least 20 minutes, with your named representative invited.
5	Net-new to you: not a current customer, not an open deal, not excluded.

How each remedy is paid

Remedy	Timing
Refund · USD 275 (SAR 1,031)	Within 10 business days of the monthly statement, by transfer or deduction from the next invoice
Replacement	Held within 15 business days of the statement, on top of the next month's 20
Fallback	A replacement not held on time, or not qualified, becomes the refund automatically

Not grounds for an objection.
The buyer didn't buy; your representative was absent or late, or cancelled less than 4 business hours ahead; a name added to the exclusion list after the meeting; your ICP changed mid-month.

Buyer no-show. A buyer no-show never counts and is never billed; we replace it in the month. If fewer than 20 meetings are held in a month, each missing meeting is treated as unqualified.

Remote Pro Ai

FREE · 48 BUSINESS HOURS

Check your market before you pay anything

Your free Market Opportunity Report in 48 business hours: can it carry 20 a month? If not, we say so.

WRITE TO US

info@remote-pro.ai

ON THE WEB

remote-pro.ai/growth

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