



STALLION TECHNOLOGIES LIMITED

Service Agreement for Freelance Virtual Assistant

Dear Ms. Misty Basanes,

We are pleased to offer you a freelance position with **Stallion Technologies Limited** under the following terms and conditions:

Position Details

Role: Freelance Virtual Assistant – Customer Service & Marketing Support
Company: Stallion Technologies Limited
Reporting To: Customer Service Manager
Start Date: 16th November, 2025

Scope of Work

Your responsibilities will include the following:

1. Customer Service Coverage

- Manage and respond to chatline inquiries.
- Coverage hours: **1:00 PM to 7:00 PM Philippine Time**

2. Account Reactivation Outreach

- Contact service providers from AdvanceQT (Canada and other regions) via phone call
- Encourage and assist them in reactivating their accounts
- Maintain detailed records of all calls and outcomes

3. Content Creation

- Design presentation slides for Healthcare800.com
- Create instructional videos demonstrating how to perform specific tasks on the platform
- Ensure content is clear, professional, and user-friendly

4. Social Media Management

- Post regular updates on Healthcare800.com's social media platforms
- Create engaging content that promotes platform features and services

Work Schedule

Working Days: Four (4) days per week

- Sunday
- Tuesday
- Thursday
- Saturday

Total Hours: As required to complete assigned tasks within the 1:00 PM - 7:00 PM Philippine Time window

Compensation

Rate: \$35.00 bi-weekly

Payment Schedule: Every two weeks

Payment Date: 15th and last day of the month

Reporting Requirements

Thursday (Live Reporting)

- Attend a live virtual meeting/call every Thursday to provide progress updates
- Discuss challenges, accomplishments, and upcoming tasks

Sunday, Tuesday, and Saturday (Written Reports)

- Submit a detailed daily report via **Google Sheet** (format to be provided)
- Reports should include:
 - Tasks completed
 - Number of calls made and outcomes
 - Content created (slides/videos)
 - Social media posts published
 - Hours worked
 - Any issues or concerns

ACCEPTANCE

I, ~~Ms. Misty Basanes~~
Ms. Omobola Elizabeth hereby accept the terms and conditions of employment as outlined in this offer letter.

Signature:

Ms. Misty Basanes

Date: 2025-11-17

Ms. Misty Basanes

Signature:

Terkuma Shoja

Date: 2025-11-17

Mr. Terkuma Shoja **ITCS HR/Manager Stallion Technologies (Nig) Limited**

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