

# 60-day proof of reach

PREPARED FOR

[Company name]

ATTENTION

[Name, job title]

DATE

[date]

VALID UNTIL

[date + 30 days]

PREPARED BY

[Your name], TeamTalk

## SECTION 1

### What you told us

In your words, from our conversation on \_\_\_\_\_. If any of it is wrong, tell us before you sign: the whole pilot is built on it.

""  
""  
""

Three lines maximum, in their words not ours: what happens today, how briefings are evidenced, what triggered this.

Languages on site today \_\_\_\_\_

How briefings are evidenced now \_\_\_\_\_

## SECTION 2

### What we'll do

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sites                  | _____ (up to three)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Enrolled workers       | Approximately _____, up to a maximum of <b>250</b> across all pilot sites                                                                                                                                                                                                                                                                                                                                                                                                       |
| Languages              | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Named owner, each site | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Launch day             | _____ · the day the join cards go up. The 60 days run from launch day, not from signature.                                                                                                                                                                                                                                                                                                                                                                                      |
| Decision meeting       | _____ · launch day plus 60                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Included               | Your branded space on your subdomain, translation into every language above, video with translated captions, must-reads with confirmed receipt, chase lists, records and CSV export, hazard reporting, join cards, unlimited managers. Set-up <b>£0</b> .                                                                                                                                                                                                                       |
| What we need from you  | <b>1.</b> The worker list for each pilot site: name, mobile number, language and leaving date where known. <b>2.</b> Your own privacy notice to workers, saying their employer uses TeamTalk and what it records; that is your duty as controller and we give you a template. <b>3.</b> A named administrator per site, and someone willing to publish at least two posts a site each week. <b>4.</b> A signal and wi-fi check at each site. <b>5.</b> A logo and brand colour. |

## SECTION 3

### The four success criteria

Agreed in writing before launch day. **The fee is refunded only if both criterion 1 and criterion 2 are missed.**

#### MEASURED FROM THE PILOT'S OWN REPORTING, SHARED WITH YOU THROUGHOUT

|          |                                                                                 |                                |
|----------|---------------------------------------------------------------------------------|--------------------------------|
| <b>1</b> | At least 70% of enrolled workers logged in at least once                        | by day 14                      |
| <b>2</b> | At least 85% confirmed receipt on mandatory posts                               | within 72 hours of publication |
| <b>3</b> | At least two posts per site per week, sustained                                 | across the 60 days             |
| <b>4</b> | A compliance export accepted by your HSEQ lead as an evidential briefing record | at the day 30 review           |

Criteria 3 and 4 depend on your side as much as ours, so they are not refund triggers. Criteria 1 and 2 are ours to deliver.

**How criteria 1 and 2 are measured.** If more than 10% of supplied numbers fail validation, criterion 1 is measured against the deliverable list. Excluded: sites without two posts a week, sites where the section 2 launch actions are incomplete, and workers added in the final 14 days.

## SECTION 4

### Reviews

#### DAY 14

Activation checkpoint by phone. Log-ins measured against criterion 1, and we fix whatever is blocking enrolment.

#### DAY 30

Formal review. Confirmed receipt by site, the chase lists, and the compliance export in front of your HSEQ lead.

#### DAY 60

Decision meeting. All four criteria measured and written down: a yes, a no, or a refund.

## SECTION 5

## What it costs

## THE PILOT

**£2,500**

Plus VAT, fixed, invoiced on signature and payable within 30 days. No set-up fee, no configuration fee, no per-user charge, and no charge for adding people during the pilot.

## CREDITED IN FULL

**-£2,500**

The whole fee is credited against year one of an annual contract signed within **30 days** of the pilot ending. In effect the pilot is free if you go ahead.

## OR REFUNDED

**£0**

**The fee is refunded only if both criterion 1 and criterion 2 are missed**, within 14 days of the day 60 meeting, whether or not you go ahead.

|                     |                                                                                                                                                                                                                              |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your year-one price | _____ per month on the _____ plan, ex VAT, on a 12-month term, invoiced annually by Bacs. Fixed by this document until _____.                                                                                                |
| Year-one total      | £ _____, less the £2,500 pilot credit: £ _____ payable.                                                                                                                                                                      |
| Monthly billing     | Available at +15%, if annual invoicing does not suit your finance team.                                                                                                                                                      |
| Critical SMS        | Every plan includes an allowance of <b>two posts per worker per month</b> delivered by SMS as well as push, at no extra cost. Above the allowance, SMS is <b>8p a message</b> : the only metered item. There are no add-ons. |

## SECTION 6

## What happens next

- 1 You sign the TeamTalk Pilot Agreement attached to this proposal.** Three pages, the DPA attached, no portal and no supplier questionnaire needed to start. The signature lives on the agreement, not on this proposal.
- 2 We send the supplier pack the same day:** data processing agreement, privacy notice, sub-processor list, one-page security summary, insurance certificates and our answers to your standard supplier questionnaire. Your procurement team can run in parallel with the pilot rather than ahead of it.
- 3 We build your space within two working days:** your subdomain, your logo and colours, your languages, your groups, and the join cards ready to print for each site.
- 4 Launch day, then day 14, day 30 and day 60.** The cards go up on the welfare cabin doors and we are on site or on the phone for the first break. At day 60 you get all four criteria measured, in writing, and either an order form or a refund.

## SECTION 7

## Acceptance

## ACCEPTED SUBJECT TO THE TEAMTALK PILOT AGREEMENT, ATTACHED

This document is a proposal, not a contract. Everything described on pages 1 and 2, including the success criteria, the measurement rules and the refund, is carried into the **TeamTalk Pilot Agreement**, which is attached to this proposal and which is the document you sign. The pilot agreement carries the confidentiality, liability, intellectual property, termination and governing law terms, and the data processing agreement is attached to it. There is one contract and one signature, and it is not this page.

|                      |                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What you sign        | TeamTalk Pilot Agreement, three pages, with the DPA attached and the year-one price printed on it                                                                                                 |
| What we send with it | Privacy notice, sub-processor list, one-page security summary, insurance certificates, a worker privacy notice template for you to adapt, and our answers to your standard supplier questionnaire |
| Who to send it to    | Name the person in procurement and we send the supplier pack to them the same day, so they run in parallel with the pilot rather than ahead of it                                                 |
| Purchase orders      | If a PO is easier for your finance team, raise it against the signed pilot agreement, quoting the year-one price above                                                                            |

Prices ex VAT. Valid until the date on page 1 and not an offer capable of acceptance after it. TeamTalk is a communications and record-keeping tool: a confirmation records an affirmative act by a named worker at a recorded time. It is not evidence of comprehension, not legal advice, and not a substitute for your own health and safety management system. Translation is machine translation, reviewable before publication. Post text, comment text, direct message text and hazard report text are sent for translation; no names, phone numbers or identifiers accompany the text. Hosting is the United Kingdom (AWS London, eu-west-2). Company registration, VAT number and registered office to be completed before issue.

[Your name]

[phone] · [email] · team-comms.com

TeamTalk pilot proposal  
[Company name] · [date]