

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 250 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 £0.
What we need from you	A logo and brand colour, one named owner per site, and someone willing to publish at least two posts a site each week.

SECTION 3

The four success criteria

Agreed in writing before launch day. If we do not meet criteria 1 and 2, the fee is refunded in full.

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

1	At least 70% of enrolled workers logged in at least once	by day 14
2	At least 85% confirmed receipt on mandatory posts	within 72 hours of publication
3	At least two posts per site per week , sustained	across the 60 days
4	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.

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

If criterion 1 or criterion 2 is missed, the £2,500 is **refunded in full**, 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.	
The only metered item	SMS delivery of a post, at 8p a message. Push notification is the default, so most customers never use it. Nothing else is metered and there are no add-ons.	

SECTION 6

What happens next

- 1 You sign the last page of this document**, or issue a purchase order referencing it. Three pages, no portal, no supplier questionnaire needed to start.
- 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

Agreement

SIGNED FOR AND ON BEHALF OF

By signing below, both parties agree to run the pilot described on pages 1 and 2 on the terms set out here, including the success criteria and the refund. This is not a contract for the annual service: that is a separate order form, and the year-one price above is held until the date stated. The data processing agreement is attached and forms part of this agreement.

[Company name]

TeamTalk

SIGNATURE

SIGNATURE

NAME AND JOB TITLE

NAME AND JOB TITLE

DATE

DATE

PURCHASE ORDER NUMBER AND INVOICE ADDRESS, IF USED

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. Company registration, VAT number and registered office to be completed before issue.