YOUR LOGO

MONTHLY RETAINER

Monthly retainer for Client name

Direct booking and guest experience services, from **start date**.

INCLUDED EVERY MONTH

Everything you get, every month.

Offer and rate page updates

Detail

Guest messaging upkeep

Detail

Review replies

Detail

ALSO INCLUDED

- Campaign management
- Monthly booking review

RESPONSE TIMES

REQUEST	FIRST RESPONSE	RESOLUTION
Urgent	hours	days
Normal	hours	days
Planned change	hours	days

MEASURES

What we report every month

X	X	X
Direct booking share	Upsell revenue	Review score

MONTHLY FEE

USD _____

Billed on the 1st of each month. Taxes extra.

EXTRA WORK

USD _____ **an hour**

Quoted in writing before work starts.

TERM AND NOTICE

- Minimum term of [ ] months
- Either side may end with [ ] days written notice
- Unused hours do not carry over unless agreed
- Scope and fee reviewed every quarter

NEXT STEPS

Start the retainer

Choose a package, sign below and we start on date.

✓ Accept and sign

Accepted for Client company
Name, signature and date

For Your company
Name, signature and date