

SCHEDULE 3

COMPANY SERVICES

1. Operations and Support

1.1 Administrative

- a. Provide administrative advice and support with billing software, internal software and IT.
- b. Provide procedures and operating manuals.
- c. Provide forms and branded stationery at the Evolutionary's cost.

1.2 Accounting, Finance and Billing

- a. Provide and maintain the client billing software system.
- b. Collect client fees and other revenue.
- c. Manage invoicing of and collection of fees from corporate clients.
- d. Distribute Client Fees (net of Service Fee and Evolutionary Shared Costs) received in each four (4) week block to the Evolutionary.

1.3 Support Trainers

- a. Conduct macro strategies second trainer recruitment activities such as presentations at industry expos and online advertising.
- b. Approve and maintain pool of second trainers and allocate to KLIKs and sessions at its discretion.

1.4 Scheduling and Timetabling

- a. Publish session, equipment (foundation/core and celebrity) and trainer (if applicable - second trainer) timetables in week four (4) of each Block.
- b. If required by the Evolutionary and subject to the Company's approval, include a unique advert (provided by the Evolutionary) in the timetable for local alliance partners.
- c. Approve cover for trainer absences (if applicable – second trainer) proposed by the Evolutionary at its discretion.

1.5 Council and Managing Authority Licences

- a. Register with Council and/or Managing Authority where required.
- b. Maintain appropriate Council and/or Managing Authority Licences.

1.6 Marketing and Events

- a. Conduct digital media and print media campaigns.
- b. Develop and manage Company level alliance relationships.
- c. Provide marketing collateral.
- d. Approve and provide support for local KLIK level marketing initiatives at its discretion.
- e. Approve local KLIK level alliance relationships at its discretion.
- f. Manage a schedule of events.
- g. Co-ordinate all events centrally and assist with the event planning and execution.
- h. Research and develop new revenue opportunities at its discretion.

1.7 Software and IT

- a. Provide and maintain a customised software solution for running all aspects of a KLIK.
- b. Provide and maintain the Evolution to Wellbeing website.
- c. Manage the Evolution to Wellbeing social media channels.

1.8 Meetings and Reporting

- a. Provide a dashboard report each four (4) week block.
- b. Conduct dashboard meetings.
- c. Conduct meetings to update on Company activities.

1.9 Equipment Supply and Storage

- a. Provide foundation equipment.
- b. Provide celebrity equipment at its discretion.
- c. Provide a shared storage facility for equipment.
- d. Replace foundation equipment (not including yoga/exercise mats) deemed by the Company during its annual equipment audit to require replacement due to expected KLIK fitness session usage.

1.10 Uniforms

- a. Provide uniforms at the Evolutionary's cost.
- b. Approve the Evolutionary's uniform at its discretion.
- c. Arrange, at its discretion, the branding of the Evolutionary's uniform with the Company logo at the Evolutionary's cost.

2. Training and Development

- 2.1 Provide induction training (including training on marketing systems, procedures and client relationship management).
- 2.2 Provide second trainer induction at its discretion.
- 2.3 Provide training on foundation and/or celebrity equipment at its discretion.
- 2.4 Make fitness session content and choreography available to the Evolutionary.
- 2.5 Make procedures and training support materials available to the Evolutionary.
- 2.6 Provide professional development sessions to the Evolutionary at its discretion.
- 2.7 Provide business coaching and/or mentoring sessions at the Evolutionary's cost at its discretion.
- 2.8 Conduct performance evaluation of the Evolutionary.
- 2.9 At its discretion, hold an annual trainer retreat.

3. Vehicle Branding

- 3.1 At the Company's discretion, brand the Evolutionary's vehicle with the Company signage at the Company's expense.

Commencement Date: