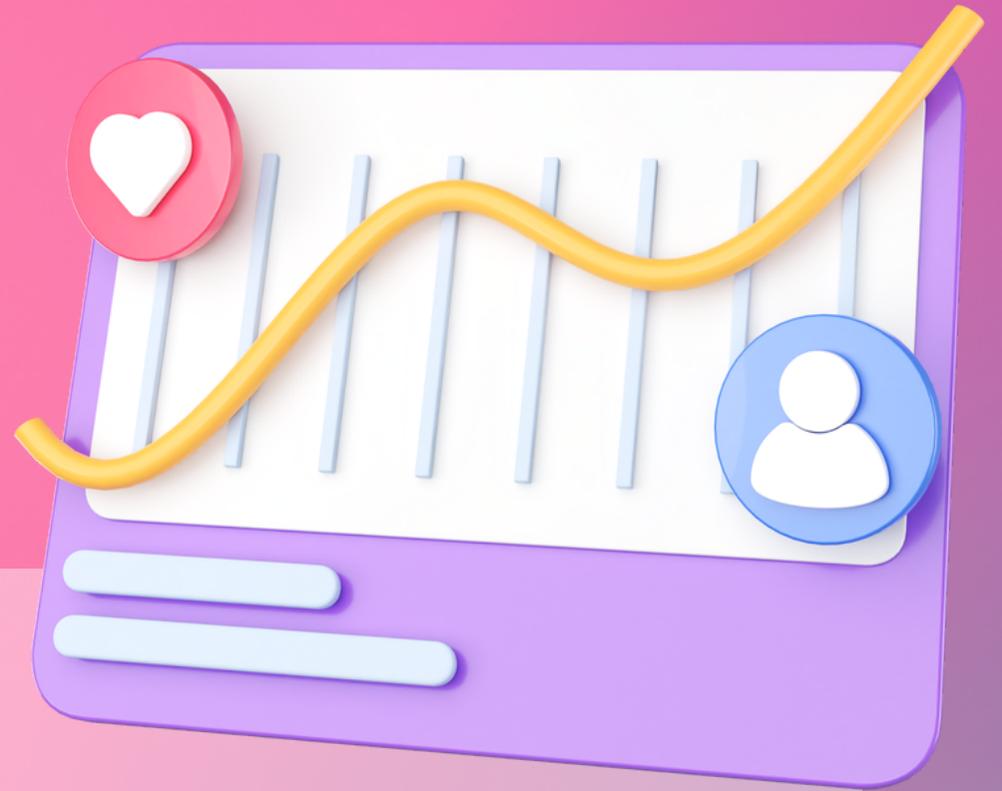


TIPS & GUIDE



How to use  
**Fairlyeven**  
to **Succeed**  
in your **Business**



Fairlyeven

SWIPE NOW →

1



# ADD CUSTOMERS

Load your leads into the customer section. Select Create Customer enter the customer's email and whatever other information you might need you can.

The screenshot shows a dashboard for 'My Store'. The top navigation bar includes 'Discounts', 'Taxes', 'Shippings', 'Customers', 'Products', and 'Services'. The 'Customers' section is active, displaying a table with columns for Name, Profile, Status, and Action. A '+ Create Customer' button is visible in the top right corner of the table area. A hand cursor is pointing at the table.

Name	Profile	Status	Action
Analubi		Active	
Chante		Active	
		Invited	

ssaltos2105@gmail.com

Activate Windows  
Go to Settings to activate Windows.

2



# ADD PRODUCTS/ SERVICES

Select Create Product and add your own products without any hassle.

**My Store**

Discounts Taxes Shippings Customers **Products** Services

**Products** [+ Create Product](#)

Create products to add into your invoices

No.	Title	Price	Discount	Final Price	Status	Action	
<input type="checkbox"/>	1	Cakes	\$50.00	0	\$50.00	active	
<input type="checkbox"/>	2	Pies	\$10.00	0	\$10.00	active	
<input type="checkbox"/>	3	Brownies	\$5.00	0	\$5.00	active	
<input type="checkbox"/>	4	Necklace	\$10.00	0	\$10.00	active	
<input type="checkbox"/>	5	rings	\$10.00	0	\$10.00	active	

Activate Windows  
Go to Settings to activate Windows.

3

# UPLOAD/SAVE CONTRACTS

Simple, easy to find, and easy to upload.



**USER TEST**

- Dashboard
- Invoices
- Add Customers
- Profile
- My Store
- Proposals
- Survey
- Contracts**
- My Subscription
- Feedback

User Test

Parties:

This  Agreement is entered into  , by and between

, with an address of  , and  , with an address of  , collectively "the Parties" with address.

Terms and conditions

Sender

Name

Email

Date

Recipient

Name (Select if already your customer is Fairlyeven)

Email

Date

Activate Windows  
Go to Settings to activate Windows.

4



# CREATE A PROPOSAL

Use this to pitch your services or products to your potential clients and customers to show how you can serve value with your offerings.

USER TEST

User Test

Parties:

This  Agreement is entered into

Please add Proposal File

No file chosen

Sender	Recipient
Name <input type="text" value="-----"/>	Name (Select if already your customer is Fairlyeven) <input type="text" value="select"/>
Email <input type="text" value="chrisiamariesanqui@gmail.com"/>	Email <input type="text"/>
Date <input type="text" value="mm/dd/yyyy"/>	Date <input type="text" value="mm/dd/yyyy"/>

Save as template

Activate Windows  
Go to Settings to activate Windows.

Fairlyeven

5



# SEND A CONTRACT

Send contracts to your customers. You can use electronic signature to send the contract for their signature.

A screenshot of a web application interface for sending contracts. On the left is a dark sidebar with navigation items: 'Proposals', 'Survey', 'Contracts' (highlighted), 'My Subscription', 'Feedback', and 'Logout'. The main content area is light gray and contains a form with two columns: 'Sender' and 'Recipient'. The 'Sender' column has fields for Name (filled with 'User Test'), Email, and Date (with a calendar icon). The 'Recipient' column has a dropdown for Name (with a note 'Select if already your customer is Fairlyeven'), Email, and Date (with a calendar icon). Below these is a large 'Electronical Signature' box. At the bottom left is a 'Save as Draft' button, and at the bottom right is a 'Send' button. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the bottom right corner.

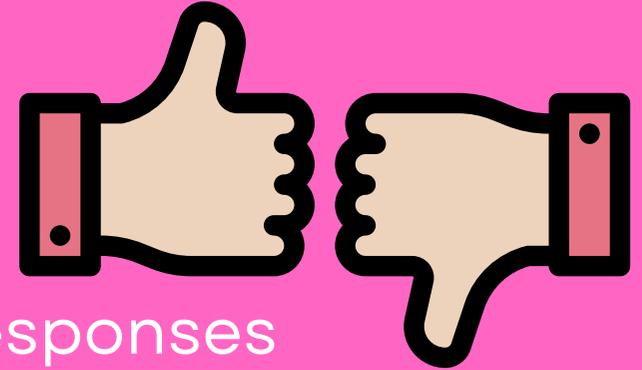
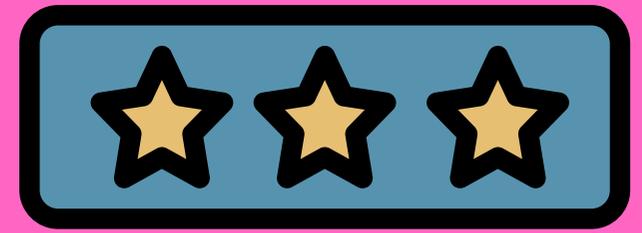
6

# SEND AN INVOICE

Send your customers a digital invoice to receive a payment or accept payments in minutes.

A screenshot of a web application interface for adding an invoice. The interface has a dark sidebar on the left with a user profile icon and the name "USER TEST". The sidebar contains several menu items: Dashboard, Invoices (highlighted), Add Customers, Profile, My Store, Proposals, Survey, and Contracts. The main content area is titled "Add Invoice" and contains several form fields: "Title" with the value "Social Media Manager", "Description" with the value "1 hour SMM", "Choose Customer" with a dropdown menu showing "select", "Choose Payment Link" with a dropdown menu showing "Master Card", "Type" with a dropdown menu showing "Invoice", and "Terms" with a dropdown menu showing "2 Days". At the bottom, there are "From" and "To" fields. A watermark "Activate Windows" is visible in the bottom right corner of the screenshot.

7



# SEND A SURVEY

Collect honest feedback, opinions and responses from customers to see how you can improve your service and what additional services your potential clients may need.

