

# Thank you for trusting MQV AI!

We're ready to create your Virtual Assistant and your Professional Website or Landing Page.

## You'll always have a dedicated account executive:

If you subscribed through a representative, they will assist you. If you did it via our website, we'll assign you an executive to guide you through the process.

## What's next?

To begin, please send us your company information organized as follows:

### STEP 1: Create a folder named after your business

Example: **MyCompany\_MQVAI**. Inside that folder, organize subfolders with the following content:

#### 1. General Information

- Business Name and Legal Name
- Industry
- Physical Address
- Phones (sales, support, etc.)
- Main Emails
- Business Hours
- Social Media and Website
- **Preferred Name for your AI Assistant**
- **Business Story:** Year founded, Mission, Purpose, Values

- **Frequently Asked Questions (FAQs)**
- **Business Summary**
- Photos of your location with branding

## 2. Products or Services

- Name
- Description
- Price
- **Main Benefits**
- **Weight (in ounces)** if applicable
- Shipping Info: flat rate or calculated
- Photos or images
- Category

## 3. Key Contacts

Please include at least 3 people we can contact during the development process:

- Full Name
- Role or Department
- Email
- Phone

## 4. Payment Processing

If your assistant will handle payments:

- Create an account at [Stripe.com](https://stripe.com)

### ⚠ **IMPORTANT:**

- We do not accept printed material
- Everything must be submitted digitally

## STEP 2: Submit Your Folder

### Option 1: WeTransfer

1. Visit [wetransfer.com](https://wetransfer.com)

2. Upload the zipped folder
3. Send to: **myinfo@mqvmedia.com**

### Option 2: USB Delivery

You may deliver your files on a USB to your assigned executive.

## Delivery Time

Development starts once we receive all your complete and organized information.

Estimated time: **10 business days**.

## Our Goal

We aim to build a professional solution fully aligned with your business.

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