



HUB SEO # _____



Preferred Vendor _____

Start Date: _____

Phase Description	Delivered By	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Renew:	Comments
Oilfield HUB - Client Activation															
Company Profile Configuration - Preferred Vendor	Client Relations - Karen Keith														
Company Admin User Training	Client Relations - Karen Keith														
Alternate Logo Link	Client Relations - Karen Keith														
Product and Service Listings	Client Relations - Karen Keith														
Branch and Service Locations	Client Relations - Karen Keith														
Company Contacts	Client Relations - Karen Keith														
Document Library	Client Relations - Karen Keith														
HUB Connect User Training - Orders Dashboard	Client Relations - Karen Keith														
Oilfield PULSE															
PULSE Interactive Dedicated Company Page	Client Relations - Karen Keith														
Digital Magazine Subscriptions - Company Contacts	Client Relations - Betty Turko														
Complimentary Digital Magazine Subscriptions - Staff	Client Relations - Betty Turko														
Complimentary Digital Magazine Subscriptions - Client/Prospects	Client Relations - Betty Turko														



HUB SEO # _____



Preferred Vendor _____

Start Date: _____

Phase Description	Delivered By	Month												Renew:	Comments		
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
HUB Microsite Optimization Program														Comments			
HUB SEO Number Assignment (Guaranteed Lifetime)	Client Relations - Karen Keith																
Public Lead Generation Landing Page Microsite Content	Client Relations - Karen Keith																
Private Lead Generation Landing Page Microsite Content	Client Relations - Karen Keith																
Public Display Ad for HUB Microsite	Client Relations - Karen Keith																
Private Display Ad for HUB Microsite	Client Relations - Karen Keith																
Open for Business on the HUB - PULSE Interactive Post	Client Relations - Karen Keith																
Open for Business on the HUB - PULSE Interactive Post: Amplification	Client Relations - Karen Keith																
HUB Keyword / Phrases Search Terms	Client Relations - Karen Keith																
HUB Microsite Backlink	Client Relations - Karen Keith																
PULSE Interactive Backlink	Client Relations - Karen Keith																
Shareable Link to HUB Microsite (Public View)	Client Relations - Karen Keith																
Shareable Link to PULSE Interactive Dedicated Company Page	Client Relations - Karen Keith																
HUB Elevator Pitch Video Production/Microsite Display	Client Relations - Karen Keith																
Social Networking: Reciprocal - Likes/Follows	Client Relations - Karen Keith																
Google Alerts - Website & Social Media Monitoring	Client Relations - Karen Keith																
HUB Operations - Dual Company Profile User														Comments			
Preferred Vendor Manager (PVM) Configuration	Client Relations - Karen Keith																
Preferred Vendor Manager (PVM) – Editor/Viewer Training	Client Relations - Karen Keith																
PVM Master List - Vendor Selection/Rating	Client Relations - Karen Keith																
Supply Chain Manager (SCM) - Project Hierarchy Configuration	Client Relations - Karen Keith																
Supply Chain Manager (SCM) – Editor/Viewer Training	Client Relations - Karen Keith																



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Phase Description	Delivered By	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Renew:	Comments
Inbound Marketing Program															
Refer a Client Marketing Rewards Program	Account Manager - Dave O'Connor														
Get to Know You Marketing Action Plan	Account Manager - Dave O'Connor														
HUB Connect Event - Invitations	Events Manager - Jeannie Yip														
Company Website and Email Hosting	Account Manager - Dave O'Connor														
SharpSpring Marketing Automation Service	Account Manager - Dave O'Connor														
Preferred Vendor for Life Program	Account Manager - Dave O'Connor														
Remarks:															

End of Progress Report