



CONTRACT OF COOPERATION

Service of outsourcing

Part 1 – service provider

COMPANY: AirON Sistemas de Información S.L.U.
CIF: B83839571
SEAT: Calle Albasanz 15; 3º derecha, 28037 Madrid
REPRESENTED BY: Natalia Rook Gonzalez

Part 2 – client

COMPANY: CzechTrade Promotion Agency
CIF: CZ00001171
SEAT: Stepanska 15, Praha 2, 120 00, CzechRepublic
REPRESENTED BY: [REDACTED]

both sides are exposed and they to accept the cooperation based on the provided services of outsourcing, concreted in the detail below in this contract and its appendix.

Article 1) Purpose of cooperation

The MANAGED SERVICES shall be executed and accomplished in due time per CzechTrade's instructions in individual case. The services are thereby broken down into the following tasks:

- ✓ Email and telemarketing support in campaigns for the 25 clients of CzechTrade Promotion Agency.
- ✓ Monitoring and analysis of marketing campaigns.
- ✓ Feedback to the campaign manager.
- ✓ Administrative support.
- ✓ Text correction.

The AirOn shall provide its services individually and with regard to the best practices of the profession.

Article 2) Duration of cooperation

Duration of cooperation is scheduled for a **period of 12 months**.



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Starting on the 01 October 2023 (to be filled) and ending on 30 September 2024 (to be filled).

Contract could be extended with a written notice, one-month before the end of this contract, signed by both parties. Each party is entitled to terminate the contract with a one month period written notice.

This contract is terminated automatically in case that AirOne has lost its license to perform the object of this contract as expressed in Art 1.

Article 3) Allocated hours of services

The entire duration of the cooperation shall reach a total amount of 1440 hours per year (30 working hours / week). The maximum price for the entire duration of the contract, regardless of the amount of the work or allocated hours, is 1440

Article 4) Location of the services

Service is planned to be executed partly in:

- 40% in CzechTrade Promotion Agency office, located in Avenida PIO XII 22-24, 28016 Madrid a
- 60% in AirON headquarters located in Paseo de LA Castellana 135, 7ª planta, 28037 Madrid.

Article 5) Material resources

AirON shall provide CzechTrade Promotion Agency with all the material resources needed for the accurate performance of the service, in concrete the laptop and mobile.

The provided material resources will be charged as an extra cost, of 100 euros per month without VAT.

In case that one of the provided material recourses fails or is dysfunctional and no longer serviceable it shall be immediately substituted by other one tested to work properly or the days without service shall not be invoiced by AirON.

Article 6) Terms of payment

Type of service	Annual Cost / Month cost
MANAGED SERVICE - 1440 hours in total	21.600 euro / 1 800 euro
Extras (material resources)	1 200 euros / 100 euro

The cost mentioned above are without VAT.

The payment is due 30 days after the date of delivery of the invoice to the client, in the digital version on email: [REDACTED] AirOne may issue



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invoice only in case that a service has been provided in due date, proper quality, and in accordance with this contract. The payment is going to be done by payment transfer to the bank account mentioned below:

Account holder: AIRON SISTEMAS DE INFORMACION SLU
Bank: [REDACTED]
Number of bank account: [REDACTED]
IBAN: [REDACTED]
SWIFT: [REDACTED]

Article 7) Quality commitment and guarantee

1. The service shall be supervised by AirON through KPIs and quality control of the tasks to be performed in due time and form. KPIs shall be reviewed with CzechTrade Promotion Agency firstly at the beginning of the provision of the service and, on a regular basis, at the beginning of each month with a summary of the tasks already executed and hours involved.

The summary of the executed tasks is going to be delivered to CzechTrade Promotion Agency and must be approved by CzechTrade prior issuing an invoice.

2. CzechTrade is entitled to direct and manage AirOne by issuing instructions as to the performance of the contract.

3. In the course of the performance of this contract in the CzechTrade office (under Art. 4), AirOne is obliged to follow CzechTrade's internal rules (safety and others).

Article 8) Contract cancellation

To cancel the contract and/or the professional relation between AirON and CzechTrade Promotion Agency, it is to be done by written, with a one-month notice period.

In proof of compliance, parties sign this agreement in duplicate and in all its pages, in the place and date specified above.



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Muchas gracias.



In Marid, date: 26/09/2023

AirON Sistemas de Información S.L.
Natalia rook

CzechTrade Promotion Agency

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Signature

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Signature



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Muchas gracias.



APPENDIX A – PROFILE DESCRIPTION

To the contract of cooperation

Part 1 – service provider

COMPANY: AirON Sistemas de Información S.L.U.
CIF: B83839571
SEAT: Calle Albasanz 15; 3º derecha, 28037 Madrid
REPRESENTED BY: Natalia

Part 2 – client

COMPANY: CzechTrade Promotion Agency
CIF: CZ00001171
SEAT: Stepanska 15, Praha 2, 120 00, CzechRepublic
REPRESENTED BY: [REDACTED]

The agreed profiles features required to perform the service shall be the following:

- 1) **LANGUAGES:** Spanish: native;
English : B2.
- 2) **SKILLS:** Advanced skills of Microsoft Office (Excel, Power Point, Word).
- 3) **EDUCATION:** Secondary Education completed at least (preferably sector of administration, commerce and marketing).
- 4) **EXPERIENCE:** Strong administrative skills;
Proven experience as administrative assistants.
- 5) **PERSONAL TRAITS:** Open person, communicative, with teamwork skills, also independent and proactive

In Madrid, date: 26/09/2023

AirON Sistemas de Información S.L.
Natalia rook

CzechTrade Promotion Agency
[REDACTED]

[REDACTED]

[REDACTED]

.....
Signature

.....
Signature



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