



Creator Onboard Workflow



1. Creator Applies for the Project at creators.quickatemotion.com



2. Project Application Confirmation.

- You will receive an email from us containing the first confirmation of the project.
- The project details and dashboard access will also be shared in the same email.
- Please read all the provided documents carefully to avoid any confusion later.



3. You will receive an ICA (Independent Creator Agreement).

- It is an official contract between Quickate Motion and the creator, confirming agreement to all our terms and conditions. You will be required to read it carefully and sign it via Zoho Sign.
- It's a very simple process. Just sign in using the email OTP, add your digital signature, and submit it. No need to mail us, just sign and we will get it via Zoho.
- Once you submit the signed contract, your on-boarding process with us as a creator begins.



4. Dashboard Link and Payment Information.

This email will provide you project dashboard access and request your payment details.

1. Live dashboard links will be shared for real-time visibility.
 - Project Details
 - Project Status
 - Complete process tracked live
2. Payment details will be requested through a form.
 - Once you provide your payment details, we will securely store them in our database.
 - You will be able to see all your pending and completed tasks directly in your dashboard.

From this point onwards, you can view everything on your dashboard. Asset details, project status, payment status, and more.



5. Project Creation Begins.

- This is where your creation process begins.
- The dashboard will automatically log your onboarding date and the official project start date.
- Your project deadline will be displayed on the dashboard.

We may send occasional check-in emails to stay updated on your progress.



6. Draft submission.

- You will submit the first draft to us.
- Up to 2 revisions are allowed if needed — not more than that (as covered in the ICA).
- Drafts must be delivered in low-quality MP4 format, with a watermark if you prefer.
- First Draft should have the same duration, same aspect ratio.

You will receive all official communication only from our email ID: creators@quickate.com.

You are requested not to start a new email thread once our conversation has begun.
Please reply within the same email thread to keep communication clear and convenient for both you and us.



7. Draft Approval and 50% Payment.

- Once the draft is approved, 50% of the payment will be released to you by Quickate Motion.



8. Full Project Delivery.

- You will deliver the final project to us.
- This can be shared via Google Drive or any other cloud storage service.



9. Delivery Acknowledgment.

- After delivering the project, you will instantly receive a Delivery Acknowledgment.
- Please sign it via Zoho Sign. We will automatically receive the signed copy through Zoho.
- Just sign it and relax, we'll get it from there.



10. Final Steps to close the Project.

- Once the delivery acknowledgment is received.
- 100% of the payment will be completed from our side.
- The project will be officially closed.

Important Notes

Make sure you read the following documents carefully before proceeding.
You will find them on our creators studio portal creators.quickatemotion.com

Company Vision & Project Direction

- Creator Onboarding Workflow (This Document)
- Vision and mission of our company
- Project Types and what to create

Asset Creation Guides

- Modular motion assets
- Motion Bundles / Motion Kits
- Overlays (Effects and frames type)
- Reveal to Backgrounds
- Transitions (Matte and Non-Matte)

Delivery and Folder Structure

- Delivery of Draft & Final Project
- Folder & Project Structure

Delivery Instructions

- Late delivery without genuine reason = payment deduction or removal from the creator panel.
- Early notice: they must tell you at least before 3 days before deadline if delay is expected.

Conversation Request and Notes

- You are requested not to start a new email thread once our conversation has begun. Please reply within the same email thread to keep communication clear and convenient for both you and us.
- You will receive all official communication only from our email ID: creators@quickate.com.
- All communication must happen through the officially assigned project thread only.
- Expect our response time (within 24 hours).

You will receive all official communication only from our email ID: creators@quickate.com.

You are requested not to start a new email thread once our conversation has begun.
Please reply within the same email thread to keep communication clear and convenient for both you and us.

Payment Details and Notes

- We do NOT store bank passwords/UPI PIN or sensitive data.
- We follow secure storage practices
- Payments are processed within 3 days of final delivery.