



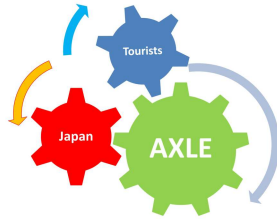
# Procedue of creating new Facebook page in Japanese and its operation

## The way to create Facebook page in Japanese

- 1) AXLE will send you the rates.  
If you have any questions, please contact us by email.
- 2) Please choose the suitable plan for you and send us the following necessary information and etc.. ご希望のプラン/言語をお選び頂き、必要情報をお知らせ下さい。
  - I. Photos to be used on Facebook page – Profile photo and cover page.
  - II. Your Facebook page in English and your website.

<b>Choose the plan</b>
<b>ECONOMY</b> Posting once per month / No action against comments
<b>BASIC</b> Posting once per month / No action against comments
<b>STANDARD</b> Posting twice per month / Unlimited actions against comments
<b>BUSINESS</b> Unlimited posting per month / Unlimited actions against comments

- 3) After choosing the plan, we will advise the Facebook page name. If you do not like it, you can choose it subject to availability.
- 4) We will create a Japanese Facebook page within three working days.
- 5) Then, we will send you the link of the page.
- 6) If there is no problem, we will send you our invoice for operating the page for a month by email(PDF). Then, please pay within due date.



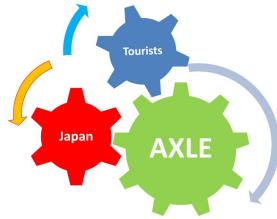
7) Communication between you and AXLE will be only in written form – email.

## Operation of Facebook page

- a) After receiving your payment, we will create the unique USER NAME for the page and send it to you.
- b) We consider the date of the contract as same as the day the first invoice was created. If we send you the first invoice issued on 15 January 2023, the first payment is valid till 14 February 2023.
- c) First posting will be done after confirming your payment.
- d) Operation period will be monthly. If we do not receive the cancellation from your side, we will automatically renew the contract again for next month and send you another invoice.
- e) We will translate your English text to Japanese and we will copy and paste your photos uploaded on your English postings. We may ask you the original photos too.
- f) When comments come after the posting, we will reply to each comment by ourselves without your approval. In case we cannot reply the comment directly, we will ask you what to reply.
- g) If you chose BUSINESS plan, most likely we will post Japanese within two working days.

## Termination of operation

- 1) We accept cancellation only in written form – Email.
- 2) You can cancel anytime and we consider the date of cancellation is the date when we opened your email.
- 3) NO refund.
- 4) After receiving the cancellation, we will abolish the page immediately.
- 5) If we do not receive the monthly payment till due date, we will send an email once noticing you about outstanding invoice. However, if we do not receive any reply from you within one working day, we will terminate the page immediately.



## Refund

In case of following mistakes done by AXLE, we will refund full amount of the paid monthly fee.

- I. Critical mistake of translation and was not corrected within three hours by our side. Critical mistake does not include spelling errors or small grammar mistakes, such as not using correct prepositions.
- II. In case of not posting within agreed period.

ECONOMY/BASIC	Once per month
STANDARD	Twice per month
BUSINESS	Within two working days of English post