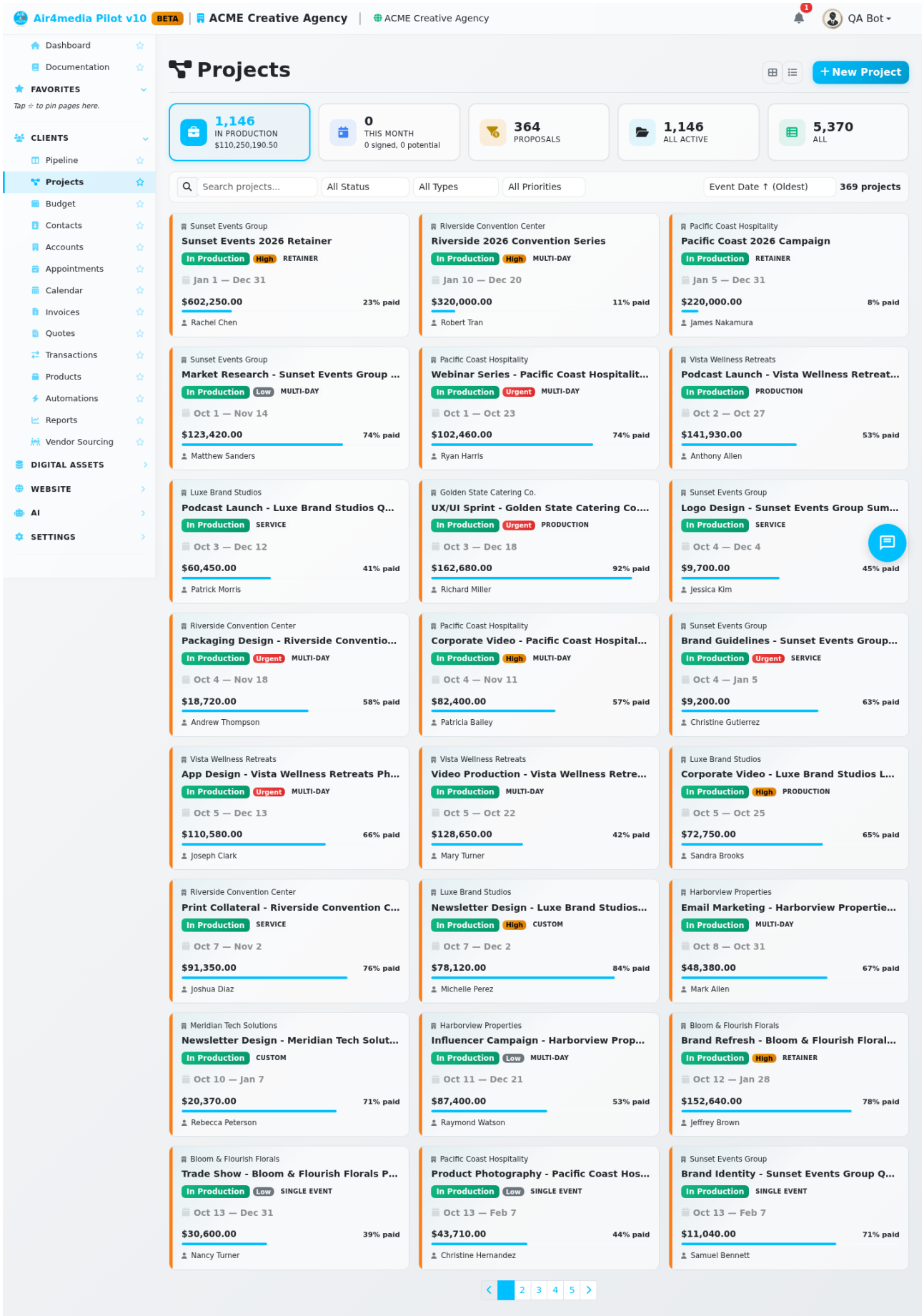
Air4media Pilot v10 BETA
ACME Creative Agency
ACME Creative Agency
QA Bot
Dashboard
Documentation
FAVORITES
Tap ☆ to pin pages here.
CLIENTS
Pipeline
Projects
Budget
Contacts
Accounts
Appointments
Calendar
Invoices
Quotes
Transactions
Products
Automations
Reports
Vendor Sourcing
DIGITAL ASSETS
WEBSITE
AI
SETTINGS
Projects
New Project
1,146
IN PRODUCTION
$110,250,190.50
0
THIS MONTH
0 signed, 0 potential
364
PROPOSALS
1,146
ALL ACTIVE
5,370
ALL
Search projects...
All Status
All Types
All Priorities
Event Date ↑ (Oldest)
369 projects
Sunset Events Group
Sunset Events 2026 Retainer
In Production High RETAINER
Jan 1 — Dec 31
$602,250.00
23% paid
Rachel Chen
Riverside Convention Center
Riverside 2026 Convention Series
In Production High MULTI-DAY
Jan 10 — Dec 20
$320,000.00
11% paid
Robert Tran
Pacific Coast Hospitality
Pacific Coast 2026 Campaign
In Production RETAINER
Jan 5 — Dec 31
$220,000.00
8% paid
James Nakamura
Sunset Events Group
Market Research - Sunset Events Group ...
In Production Low MULTI-DAY
Oct 1 — Nov 14
$123,420.00
74% paid
Matthew Sanders
Pacific Coast Hospitality
Webinar Series - Pacific Coast Hospitalit...
In Production Urgent MULTI-DAY
Oct 1 — Oct 23
$102,460.00
74% paid
Ryan Harris
Vista Wellness Retreats
Podcast Launch - Vista Wellness Retreat...
In Production PRODUCTION
Oct 2 — Oct 27
$141,930.00
53% paid
Anthony Allen
Luxe Brand Studios
Podcast Launch - Luxe Brand Studios Q...
In Production SERVICE
Oct 3 — Dec 12
$60,450.00
41% paid
Patrick Morris
Golden State Catering Co.
UX/UI Sprint - Golden State Catering Co....
In Production Urgent PRODUCTION
Oct 3 — Dec 18
$162,680.00
92% paid
Richard Miller
Sunset Events Group
Logo Design - Sunset Events Group Sum...
In Production SERVICE
Oct 4 — Dec 4
$9,700.00
45% paid
Jessica Kim
Riverside Convention Center
Packaging Design - Riverside Conventio...
In Production Urgent MULTI-DAY
Oct 4 — Nov 18
$18,720.00
58% paid
Andrew Thompson
Pacific Coast Hospitality
Corporate Video - Pacific Coast Hospital...
In Production High MULTI-DAY
Oct 4 — Nov 11
$82,400.00
57% paid
Patricia Bailey
Sunset Events Group
Brand Guidelines - Sunset Events Group...
In Production Urgent SERVICE
Oct 4 — Jan 5
$9,200.00
63% paid
Christine Gutierrez
Vista Wellness Retreats
App Design - Vista Wellness Retreats Ph...
In Production Urgent MULTI-DAY
Oct 5 — Dec 13
$110,580.00
66% paid
Joseph Clark
Vista Wellness Retreats
Video Production - Vista Wellness Retre...
In Production MULTI-DAY
Oct 5 — Oct 22
$128,650.00
42% paid
Mary Turner
Luxe Brand Studios
Corporate Video - Luxe Brand Studios L...
In Production High PRODUCTION
Oct 5 — Oct 25
$72,750.00
65% paid
Sandra Brooks
Riverside Convention Center
Print Collateral - Riverside Convention C...
In Production SERVICE
Oct 7 — Nov 2
$91,350.00
76% paid
Joshua Diaz
Luxe Brand Studios
Newsletter Design - Luxe Brand Studios...
In Production High CUSTOM
Oct 7 — Dec 2
$78,120.00
84% paid
Michelle Perez
Harborview Properties
Email Marketing - Harborview Propertie...
In Production MULTI-DAY
Oct 8 — Oct 31
$48,380.00
67% paid
Mark Allen
Meridian Tech Solutions
Newsletter Design - Meridian Tech Solut...
In Production CUSTOM
Oct 10 — Jan 7
$20,370.00
71% paid
Rebecca Peterson
Harborview Properties
Influencer Campaign - Harborview Prop...
In Production Low MULTI-DAY
Oct 11 — Dec 21
$87,400.00
53% paid
Raymond Watson
Bloom & Flourish Florals
Brand Refresh - Bloom & Flourish Floral...
In Production High RETAINER
Oct 12 — Jan 28
$152,640.00
78% paid
Jeffrey Brown
Bloom & Flourish Florals
Trade Show - Bloom & Flourish Florals P...
In Production Low SINGLE EVENT
Oct 13 — Dec 31
$30,600.00
39% paid
Nancy Turner
Pacific Coast Hospitality
Product Photography - Pacific Coast Hos...
In Production Low SINGLE EVENT
Oct 13 — Feb 7
$43,710.00
44% paid
Christine Hernandez
Sunset Events Group
Brand Identity - Sunset Events Group Q...
In Production SINGLE EVENT
Oct 13 — Feb 7
$11,040.00
71% paid
Samuel Bennett
1 2 3 4 5

Projects

Track every project from first proposal to final payment. ACME Creative Agency's full pipeline — quotes, contracts, invoices, expenses, files, and team assignments — all in one place.

Key Features

- **Two Views**: Card grid (with payment progress bars and next-event highlights) or sortable list table with payment totals and event counts
- **Quick Filters**: Scope tabs (In Production, All Active, Proposals, On Hold, Past, All) plus stat cards (In Progress, This Month, Next 30 Days, Upcoming Events) for instant filtering
- **Project Types & Statuses**: Seven types (Single Event, Multi-Day, Production, Rental, Service, Retainer, Custom) moving through Proposed → Contracted → Planning → In Production → Completed
- **Priority Levels**: Low, Normal, High, or Urgent — color-coded throughout
- **Events**: Multiple dated events per project, each with type (Corporate, Wedding, Meeting, Setup, Breakdown, etc.), times, venue, and status
- **Quotes**: Line items, validity dates — convert accepted quotes to contracts or invoices; save reusable templates; send with a scheduled delivery option
- **Contracts**: Full document editor with dynamic placeholders (names, dates, amounts); send for client signature; counter-sign in-platform; amend signed contracts with automatic re-signature tracking
- **Invoices**: Multiple payment methods (Stripe, PayPal, check, cash, Venmo, Zelle, and more), recurring billing with pause/resume, public payment links
- **Budget**: Log Direct Expenses, Vendor Bills, or Resource Costs across categories (Equipment, Labor, Venue, Travel, Subcontractor, etc.); set annual revenue and expense targets; mark expenses as Billable
- **Files**: Upload project documents by category (Contract, Permit, Photo, Invoice, Proposal) and control which files are visible to clients via the portal
- **People**: Assign contacts and team members with roles; set per-stakeholder permissions for receiving quotes, contracts, and invoices
- **Activity**: Complete history of emails sent from Pilot — quotes, invoices, contracts — with direction, recipient, and timestamp

How to Use

1. Click **New Project**, fill in name, account, type, status, and priority on the **General** tab — add

dates and venue on the **Dates & Venue** tab — then **Save Project**

2. Click a project card (or the eye icon in list view) to open the project workspace
3. Work through the tabs inside the workspace:
   - **Events** — schedule dates with type, times, and venue
   - **Quotes** — create, send, and track quotes; convert accepted quotes to contracts or invoices
   - **Contracts** — write contracts with dynamic placeholders, send for signing, counter-sign in-platform
   - **Invoices** — create invoices, record payments, set up recurring billing, share payment links
   - **Budget** — log and categorize expenses; set annual revenue and expense targets; sync resource costs from the People tab
   - **Files** — upload and organize project documents; toggle client portal visibility per file
   - **People** — manage contacts and stakeholders with roles and notification permissions
   - **Activity** — review all emails sent from this project
4. Switch to **List View** (toolbar icon) for a sortable table showing payment totals and event counts

Tips

- Use **scope tabs** to jump instantly to In Production, Proposals, On Hold, or Past projects
- The project sidebar always shows estimated value, contracted value, total payments, expenses, and live profit/loss
- Recommended billing flow: **Quote → Contract (signed) → Invoice**
- Mark expenses as **Billable** to flag costs that should be passed on to the client
- Use **Schedule Send** to defer quote, contract, or invoice emails to a future date and time
- Recurring invoices can be **paused and resumed** — useful for seasonal retainer clients
- Save quotes and contracts as **Templates** to speed up future projects
- Click the **expand icon** in the project header to open the workspace in fullscreen mode
- Filter by **Urgent** priority to surface the projects that need immediate attention