

Authorized Sales Agent Agreement

A) Expectations for Sales Agents of [Company]

1. All agents of [Company] must be of the highest ethical and moral standards.
2. Agents are expected to produce the following gross profit (GP) quota per month:
3. \$4,000 (1st month), \$7,000 (2nd month), \$10,000 (3rd month), \$12,000 (4th month and beyond).
4. Sales agents are expected to make one hour per day Mobile Pro calls, 100 “cold calls”, and 20 “customer care” calls per week.
5. Cold calls and customer care calls have to be documented using Mobile Pro.
6. Agents are expected to sell six (6) copiers per month.
7. Agents are expected to sell four (4) high volume machines per year and twelve (12) color machines per year.
8. Sales agents are to take care of all problems associated with new orders or existing customers in their assigned territory.
9. Loaner supplies are to be returned to [Company] within two weeks of time loaned. If not returned by the customer, they should be picked up by the agent.
10. For any equipment sold outside an agent’s territory, commissions will be paid to install territory agent unless selling agent has made prior arrangements with the install agent.

B) Compensation Package

Monthly Base Salary.....	\$ 3,000.00
Equipment Commissions.....	30% of GP
Performance Bonus (Sales over \$16K/month GP)	\$ 1,500.00
End of Year Bonus.....	10% of annual commissions*

* must meet quota and be employed for at least 12 month to qualify. Paid with January Commissions

Car Allowance.....	\$250.00
Cell Phone Allowance.....	\$ 75.00
IPad cellular plan Allowance	\$ 30.00

Simple IRA retirement account (eligible after 2nd year of employment). [Company] will match up to 3% of employee’s contribution.

In lieu of \$250 car allowance, agent can choose mileage reimbursement of \$.58/mile. Expense report with driving details required for reimbursement.

Vacation/personal/sick days.....as per stated company policy

Benefits:

Health/Dental/Vision. [Company] covers 50% of premium for Health insurance for employee. Employee is responsible for 100% of premium for spouse and/or children. Employee is responsible for 100% of premium for Dental and Vision insurance.

Simple IRA retirement account (eligible after 2nd year of employment). [Company] will match up to 3% of employee’s contribution.

C) Commission Structure

Equipment Commission as per B (Compensation Package) paid on Dealer Products (copiers, fax, printers) to [Company] for any sales generated by agent (direct sales) within assigned territory.

In the event that [Company] is charged back for any equipment sold by an agent, the agent will share in the charge-back in the same percentage they were paid for the order.

For any account that cancels, agent will be charged back commissions of the charged back amount.

Commission will be paid monthly on the 20th. Order writing, implementation, training, after-sales support must be completed to earn commission. Receipt of payment from the buyer required before payment of commission is made. Agent needs to be employed with [Company] to earn commissions.

D) Bonus Structure

- A \$1,000 bonus will be paid if Authorized Sales Agent generates \$16,000 in gross profit (GP) in any month.

Revenue must be verified in SASR to count for bonus.

E) Confidential Information and Conflict of Interest

All Agency information, whether written, stored on computer systems or learned while associated with the agency, will be kept in the strictest confidence. Company materials, records, documents, conversations, decisions, and other information are considered proprietary for official company use only.

Any records pertaining to clients, prospects or other employees are confidential. Disclosure of confidential information is a serious offense and could be grounds for termination. The right to access Agency information immediately expires upon the termination of the contract. Any information obtained while contracted with the Agency may not be divulged, even after contract ends.

F) Non Compete Agreement

Agent agrees not to compete with [Company] for one year after leaving [Company]. Non-compete is limited to the Counties [Company] is covering as a sales agency and / or reseller.

Date: _____

Agent (Name): _____

Agent (Signature): _____

Agency Owner: _____