

## EMPLOYMENT LETTER – SALES REPRESENTATIVE

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**Object: TERMS OF EMPLOYMENT AS SALES REPRESENTATIVE**

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Dear Sir/Madam,

This letter confirms the terms of your employment with ..... (*identification of the employer*) (hereinafter the “Corporation”) as sales representative. To confirm your acceptance of these terms, please sign one copy of this letter where indicated below and return it to us by ..... (*date*).

### **1.00 EMPLOYMENT**

#### **1.01 Duties**

As sales representative, you are responsible, without limitation, for the following tasks:

- (a) present and sell the Corporation’s products and services to current and potential clients;
- (b) prepare plans of action and schedules to identify specific targets;
- (c) establish and maintain current and potential client relationships;

- (d) respond to and follow up sales inquiries using appropriate methods;
- (e) monitor and report on market and competitor activities and provide relevant reports and information;
- (f) prepare presentations, proposals and sales contracts;
- (g) develop and maintain sales materials and current product knowledge;
- (h) manage account services through quality checks and other follow-up;
- (i) identify and resolve client concerns;
- (j) coordinate shipping schedules and delivery of products and services;
- (k) communicate new product and service opportunities, special developments, information or feedback gathered through field activity to appropriate company staff;
- (l) participate in marketing events such as seminars, trade shows, and telemarketing events;
- (m) other duties as assigned.

### **1.02 Accountability**

You shall render account of your activities at any time, upon request by the sales manager or other direct superior, or promptly to either of the latter whenever you become aware of facts or circumstances which may have a negative impact on the Corporation.

### **1.03 Workplace**

Your exclusive workplace is the territory assigned to you by the sales manager, which may be changed at the Corporation's discretion during your employment period.

## **2.00 COMPENSATION AND BENEFITS**

### **2.01 Commission**

#### **2.01.01 Initial**

As compensation for your services, the Corporation undertakes to pay you a ..... PERCENT ( ..... %) commission calculated on the net, meaning without discount or taxes,