

<Name of Company> Sales Representative Employment Contract

After you have conducted the final interview and reviewed applicants based on all previous forms and interactions, contact the selected candidates to offer them the job. The Employment Contract is then given to selected candidates who have accepted the job offer. This contract outlines the agreements and expectations of the sales representatives and the company, and describes the actions that will be taken if either side does not meet expectations.

Agreements by Sales Representative:

1. I will attend all sales trainings and meetings so I can improve my knowledge and become an expert.
2. I will share my learning experiences with <NAME OF COMPANY> and other sales representatives so that we all can improve.
3. I will be honest in my dealings with my customers and with <NAME OF COMPANY>, such as recording my sales figures honestly, giving advice that truly benefits the customer, and handling money in a trustworthy manner, as instructed by the company.
4. I understand that my territory is not exclusive, which means that other <NAME OF COMPANY> sales representatives may work in the territory to which I have been assigned.
5. I understand that this is my own business and that I take on the risks associated with it:
 - a. If I give in-kind credit, I am accepting the potential risk associated with some customers not paying me back.
 - b. I am responsible for the safekeeping of any products I am consigned by <NAME OF COMPANY>. Upon demand by <NAME OF COMPANY>, I will return all unused stock to the company in resalable condition at <NAME OF COMPANY>'s expense.
 - c. If I borrow money to build my business from someone other than <NAME OF COMPANY>, I am responsible for it. I am not allowed to bind <NAME OF COMPANY> in any agreements with a third party.
6. I will keep accurate and up-to-date business records and work statistics and will make them available on a daily and weekly basis to <NAME OF COMPANY>— including submitting daily sales figures, weekly sales reports, and customer receipts—on time at the weekly sales meeting.
7. I will remit money in accordance with <NAME OF COMPANY>'s business practices.
8. I agree to abide by <NAME OF COMPANY>'s Code of Ethics.

Agreements by <NAME OF COMPANY>:

1. Provide you with technical and business training free of charge.
2. Provide written certification for each specialty training you satisfactorily complete.
3. Provide business support to teach and assist you in the management of your business.
4. Provide you with marketing supplies free of charge so you can build your business.
5. Provide you with a limited supply of products, provided that you are a sales representative in good standing.
6. Invest in research and development of new products that you can sell in the future.
7. Provide product branding, advertising, and other promotional activities to create awareness of products available from the company.

Reasons for not being in good standing:

1. Missing scheduled sales meetings without notification to and approval from<NAME OF COMPANY>.
2. Not submitting daily sales figures, weekly sales reports, and/or copies of sales receipts.
3. Not remitting money to the company according to its standard business practices.

Reasons for termination of this agreement:

1. Not correcting "not in good standing" within 15 days of notice.
2. Stealing from the company.
3. Misrepresenting the company or binding <NAME OF COMPANY> in an agreement with a third party.

<NAME OF COMPANY> reserves the right to terminate this agreement at any time, giving 15 days notice.

<NAME OF COMPANY> Code of Ethics

INSERT

Signed on the ____ day of _____, 20__.

X _____

(Sales Representative)

X _____

(for <NAME OF COMPANY>)