# Inside Sales Compensation program

## Purpose & Eligibility Requirements

This **[Company Name]** Inside Sales Compensation Plan (Plan) replaces and supersedes any and all previously issued compensation plans for **[Company Name]** inside Sales.

## Period

This Plan is effective for the period starting on **[DATE]**, and ending on **[DATE],** or until superseded by another plan.

## Compensation Components

The components of compensation under this Plan are as follows:

* 1. Base Salary
	2. Fixed Expense Reimbursement
	3. Benefits Allowance
	4. Commission Pay

## Base Salary

In accordance with the **[Company Name]** compensation policies, the base salary includes pay for vacations, holidays, sick days, and other **[Company Name]** paid days off, all referred to as PTO’s (Paid Time Off days) **[Company Name]** management must approve all vacations in advance.

Your **[Year]** base salary is **$2,500** per month for all responsibilities.

## Monthly quota/minimum performance standards:

* Inside Sales
	+ Telemarketing Minimum Quota – 15 Appointments per month. Only appointments that are actually “run” will be counted.
	+ **[Option here to add updating CRMs]**

Minimum Monthly Quota, Activity Standards and Accuracy must be met to remain employed and in good standing. Failure to meet the minimum performance standards may result in being put on probation. While on probation, failure to meet the minimum performance standards are subject to disciplinary action up to and including termination.

## Fixed Expenses

Fixed expenses will be paid out semi-monthly in the amount of $100 per month ($50.00 per semi-monthly check). This is intended for miscellaneous business expenses you will incur as an account executive including travel, smart phone, and iPad. **[Company Name]** is a BYOD (Bring Your Own Device) company. In order for these amounts to be treated as a reimbursement and non-taxable to you, you must submit expense reports by the 1st day of each month for the prior month’s expenses.

## Commission Structure - Monthly

* 1. Appointments - $10.00 for each appt set/run
	2. Free Trials - $50.00 for each appt that results in a FT
		1. Sales - $25.00 per unit for each water system from one of your leads and $50 for each ice machine from one of your leads.
		2. “Units” will be all water or ice units installed at the account during the calendar year. (same decision maker) Individual decision locations (i.e. Sherwin Williams) not included.
	3. **Large Target Accounts – Any single transaction from a lead of yours that is 10+ Water/Ice units will be paid 2X the per unit commission rate.**

## Quarterly Bonus Opportunities

1. 60 Appointments Run per quarter - $300
2. 30 Free Trials Installed per quarter- $450
3. 25 Units booked per quarter - $250

## Acknowledgment

I hereby acknowledge that I have received and read a copy of the 2018 Inside Sales Compensation Plan. To be eligible for compensation under the Plan, I agree to comply with the eligibility requirements under the Plan and work at **[Company Name]** within the terms and conditions set forth in the Plan. I also understand that the Plan describes the sole and exclusive compensation to me for my work at **[Company Name]**

**Signature of Employee Date Printed Name of Employee**

**Signature of Acceptance by Date Printed Name**

**[Company Name]**