



WES
WORLD EDUCATIONAL SERVICES

Our Vision Digital Pakistan

Terms & Conditions of Sale Representative (SR)

Sales Representative (SR) is being appointed for 5 year in World Educational Services (WES) having a reasonable salary package with attractive incentives. The contract is extendible after the completion of the said period. SR is a full time employee of the company and is therefore committed to the prosperity and growth of the purchases. This job holds a great business potential for a SR. In the best interest of the employee as well as the company, an SR must oblige to the following terms and conditions:

- SR shall be hired and trained by Business development officer (BDO).
- SR Job nature is to visit Shops in his relevant locality to place the WES projects cards. Those may include easypaisa shops, Stationary Shops and general stores. Moreover, to paste all project stickers and banners in his area and surroundings is also his responsibility.
- SR shall hire a team of minimum 15 people consisting 5 teachers, 5 Students and 5 Sale Mobilizers (SM) for marketing purpose on commission basis.
- Teachers should be from private schools with the responsibility of introducing company projects into their schools and among their students. On each individual sale the teacher shall get Rs.100/- per card. For Cards sold via IDP/CDP, Rs10 per card will be given to the teacher. If he/she sells IDP/CDP, major part of the incentive shall go to him/her i.e. Rs 1500/-. SR shall be given Rs 500/-.
- Students should be of higher classes with the duty of introducing e-Study cards among other students of the school. The hired student shall get a free card from the SR Student shall get Rs 100/- per card sale.

- On each card sold, SM shall get Rs 100/-. And Rs 1500/- on each IDP or CDP sale. SM may hire Assistant Sale Mobilizer (ASM) for marketing.
- All Promotional Material, Cards and other hardware will be provided to SR.
- SR will visit a minimum of 20 shops per day and shall share its pictures with the head office via Central Reporting System (CRS).
- SR will work in the supervision of Head Office representative Assistant Coordination Officer (ACO) and will follow all instructions and policies given by ACO for betterment of the company.
- SR shall visit market in a presentable mannerto maintain a professional outlook. Service card is must.
- SR will promote all projects of WES on social media as well. For this purpose recommendations will be issued by the head office.
- SR is responsible for ensuring timely collection of projects' amount from all shops and for depositing it in the company's account.
- Duty Timings will be from 9am to 5pm from Monday to Saturday. In case of any emergency 2 paid leaves are allowed per month. Additional leaves will result in the deduction of salary as per company's policy.
- In duty timings,SR should be in field.SR will share the live location with ACO.If found absent in audit, he shall be charged with a penalty.
- SR shall hire a team of 15 people on commission basis. The purpose of the team would be marketing. The team shall include 5 teachers, and 5 Sale Mobilizers.
- Shall hire min 5 or max 20 influential students and shall give them cards free of cost for promoting it further among other students and shall be given commission on sale of each card.
- One-month prior notice should be given to the company before leaving the job. In a situation otherwise, company reserves right not to release the salary of the employee of the last working month.

Report to the Head Office

- SR will report to head office about his work and progress on daily basis.
- SR will be given access to Central Reporting System (CRS) to update data about Retail Shops and sales report in CRS.

Accountability

- SR will maintain proper documentation of the concerned record/received material.
- In case of any violation of terms and conditions that will harm the company's interest, Company will terminate the SR from his respective seat and will take a strict legal action.
- A legal agreement will be signed with SR on stamp paper for the security of company amounts and company material.
- SR cannot take any money other than the company money from Retail Shops. If found guilty in this regard, he will be terminated.

Salary

SR will be given a fixed salary of Rs20000/-. First 10 days shall be counted as training days and shall be unpaid. The performance of SR during training days shall decide the status of his job as permanent or temporary. First two months of the job would constitute probation period in which salary will be Rs. 15000/- but incentives will be given 100%.

Fuel Charges

Company will pay Rs6000 /- to SR in the name of fuel charges. However, completing mandatory number of visits is necessary. Less than mandatory number of visits shall result in deduction of salary.

SR Incentives on Projects personal Sale

e-Study card individual sale	100
e-study card via shopkeeper, teacher, S.M, Student	10
e-study card via IDP/CDP	2
IDP/CDP	2000
IDP/CDP via Teacher, SM	500
IDP/CDP via ASM	200
IDP/CDP incentive for SM, sold via ASM	300

Key Performance Indicators (KPI's)

If sale of e-study cards amounts to 2 lac from all the retail shops of the area and his team, SR shall be given a bonus of Rs 10,000/-.

