

DRAFT



Agent:

DATE: 01/Jan/2020

Area:

SA ID:

E-mail:

Cell:

AGENT CONTRACT

Thank you for choosing to partner with Pretty Cute Things!

1. Upon acceptance of this contract, Pretty Cute Things requires the payment of a once off administration fee of R150. This fee will be refunded to you in full once you have reached sales of R500 or more. Should you leave our team or be terminated for whatever reason before reaching the required level of sales, the fee will be forfeited.
2. Pretty Cute Things offers commission at a basic rate of **17.5%** on all our products but excluding shipping costs when incurred. Should you choose to buy stock to keep on hand, the discount will be **22.5%**. Commission will increase in **0.25%** increments for every **R5 000 sales** made by any agent up to a maximum of 20% commission. When you reach the 20% commission tier, you may become eligible for Team Leader status (at my discretion). We have no minimum sale requirements. How much commission you make is entirely up to how much effort you put in. Please note this is not a "get rich quick scheme" and effort will be required on your part.
3. Should I have to do any significant work on your client's order (ie answering questions on the products or shipping methods or costs etc), your commission will be reduced to 2.5% on that particular order. All the information you require is available on our website.
4. Shipping on orders is charged as follows: R50 per shipment for SA Post Office or R100 per shipment for courier or Speed Services (Counter to Counter) if courier doesn't service the area. Orders are shipped within 2 days of arrival in Durban or if the item is in stock, within 2 days of payment clearing into our bank account. Tracking numbers will be supplied.
5. Payments must be made by customers before we will place any orders with our supplier(s) and invoices will only be issued after payment has been received unless specifically requested by a client.
6. If payment is not received within 7 days of order, the order will be cancelled without notice to your customer but you will be informed.
7. Lead times are clearly listed on all posts on Social Media and our website. **Pretty Cute Things cannot be held responsible for delays in postage / customs or for agents giving incorrect information to their clients.**
8. Orders must be placed via our website (www.prettycutethings.co.za) your login details will be created upon return of this signed contract.
9. **Payments must be made directly into the Pretty Cute Things (Pty) Ltd Business Bank account and no exceptions will be allowed in this area. This is to protect PCT as well as you and our clients. Should any agent be found to be receiving monies into their personal bank accounts, your agent status will be revoked with immediate effect.**
10. Commission to you will only become due once your customer has completed payment to Pretty Cute Things (Accessories) and upon final acceptance of dresses by your client.
11. Items returned for reasons other than damage in transit or factory error will result in the reversal of the relevant commission earned by you.
12. Commission payments to you will be made once a week (Monday) to your nominated bank account or more frequently at my discretion.
13. All inventory on offer is subject to availability from the supplier(s) at the time of placing our order.
14. Admin on your part will be minimal at this time but this may change in the future.

PLEASE DIRECT ANY QUESTIONS / QUERIES TO YOUR TEAM LEADER

RONEL WHITE / Cell: 083 6200 588 / Email: ronel@prettycutethings.co.za

15. Please try to resolve any queries/questions etc with your team leader noted above, before contacting me. Due to a full time job, I will strictly not be taking any calls and all communication must be done via Whatsapp or Email. I may not always be available immediately but I will get back to you as soon as possible.
16. Your Facebook Page will not be activated until you have either returned a signed copy of this contract or acknowledged in writing (Email or Whatsapp to me) that you understand the contents of this contract.
17. You will also be added to the Pretty Cute Things Agent Whatsapp Group which we use for communicating with all of our agents at one time.

Pretty Cute Things will regularly (approximately every 6 - 8 weeks) ask agents to "check in" on our Whatsapp group to determine whether you are still active or not. Should we not receive a response by the date stipulated for check in, your agent status will become inactive, you will be removed from the group and your Facebook Page will be deleted.

18. Please do not send any messages unrelated to PCT (such as chain texts etc) to the PCT Whatsapp Group(s).
19. Should you become inactive for whatever reason, you may reapply for agent status after a 2 month waiting period. A new contract will have to be signed and your commission rate will drop back down to 17.5%.
20. Furthermore, it is your responsibility to reply to queries via your Facebook Page but Pretty Cute Things has discretion over the activity on your page and may intervene at any time.

Any conduct unbecoming a PCT Agent or any conduct bringing my business into disrepute will result in an enquiry and if you are found to be in contravention of our business practices, your Agent status will be terminated with immediate effect.

21. From time to time, PCT will run competitions aimed specifically at our agents which will involve prizes such as free advertising for your FB Page, PCT Vouchers, free data etc. Competitions rules will vary according to business strategy at the time.
22. PCT will make all commission payments into the bank account nominated below. Advising me of a change in your banking details is your responsibility and any payments made into an old account will be deemed correct.

My nominated Bank Account for Commission Payments:

Account Name: _____ Account Number: _____
 Bank: _____ Branch Code: _____

I have read, understood and accepted the terms and conditions as set out above:

Signed at _____ on this _____ day of _____ 2020.

Agent **Witness**

Ronel White (Managing Director) **Witness**