

Branch Manager Program

BRANCH MANAGER PROGRAM

Start-up Funds, Compensation, and Policies

Start-up Funds

The **start-up funds** are provided to assist Branch Managers (BMs) in establishing and running their branch offices. The available funding is based on the type of branch and is released as needed, contingent upon the approval of various requirements.

- **Traditional Branch (physical office space)**
 - Start-up Fund: **\$6,000**
 - Released after **office lease approval**.
- **Traditional Branch (shared physical office space)**
 - Start-up Fund: **\$4,500**
 - Released after **shared office agreement approval**.
- **Virtual Branch (no physical office space)**
 - Start-up Fund: **\$3,000**
 - Released when **Office Opening Form** is completed, and **Office Type** is marked as virtual.

Region-Specific Approvals:

- **Region 2, 8:** Requests can be made through your **DVM** or **region office**.
 - **Region 3, 4, 5, 7:** Requests should be made through your **region office**.
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Returning Branch Manager Compensation

The following outlines the compensation and competitive credit for **returning Branch Managers**.

Returning Branch Manager – Returns as BM or PSM

Branch Manager Personal Sales

- **Commission on Personal Sales:**
 - **35%** on personal sales when opening a branch.
 - **Tab Months (July & August):**
 - **50%** commission on personal sales for these months.
 - **September Sales:**
 - **50%** commission on personal sales even though the BM is no longer a Branch Manager.
 - Personal sales count as **New Business** while the BM holds the position.
 - **Branch Closure:**
 - Since branches close at the end of August, personal sales in **September** count as **FSM business**, as the BM status has ended.
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Rep Transfers into Branch Office

- **CSP (Cutco Sales Professionals) cannot** be transferred into a **branch office**.
 - This policy ensures an **equal playing field** for **national competitive standards** and **incentive trips** for all branch offices.
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Branch Manager Profitability

- As of **July 5**, **Branch Managers** can no longer voluntarily charge their accounts for **literature**, **accessories**, or **promotional orders**.
 - BMs should include **payment** (via **credit card** or **check**) when submitting orders to **Olean**.
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This **Branch Manager Program** provides clear guidelines for start-up funds, compensation, and profitability to ensure that managers are adequately supported and incentivized. Should you have any questions regarding these policies, please reach out for further clarification.

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