



ORIENTATION OF SALES REPRESENTATIVES

Welcome!

- Non-disclosure agreement signed
- Read and sign independent contractor agreement
- Sign W-9 tax form
- Like, share, follow, and subscribe to your charity's social media @bunekemagazine
- Sales representative packets

- Advertising Rate Card and Agreement
 - Sales incentives
 - most ad sales in a month
 - most ad sales during the year
 - largest contract during a quarter

- Ads Costs are flexible. However, please realize this will affect your earnings and we have conditions.
 - No ad or story sponsorship can be sold for less than \$50
 - No ad will be reduced below ½ its listed price without consulting Marketing Director.

- Ads must be in, and full payment received NO LATER than 5 p.m. on the 20th of the month before it goes to print!
 - NO EXCEPTIONS. Ever.

- For your first 90 days, all sales must be paid through Lynn via phone and all signed contracts will be photographed or scanned and emailed to lynn@buneke.org. Please, note: texts and other delivery options are not accepted.

- Review the sponsorship and donation perk sheet. These sales are different from ad sales.
 - Donations and sponsorships earn 10% for each donation verified to be generated through your efforts.
 - Ad sales earn 25% per contract.

- Question and Answer Sheet

- Business Cards
 - You may purchase bUneke business cards but you may only use approved logo provided by Jennifer with ordering instructions.

- Presentation for Sales
 - You may use your mobile devices or printable forms. All forms are a free download from our website.

- Communication
 - Lynn will email you week days by 8 a.m. with information for sales updates
 - Jennifer or Mary will communicate other PEACECORE Inc / bUneke Magazine updates.
 - Lynn will facilitate a 30-minute Zoom meeting every Wednesday (Time TBD).

If you have ANY questions. We are only a call, text, email, or Zoom away. Please, don't hesitate to contact any one of us. We want U to be successful, positive and happy working for bUneke.



bUneke [be unique] is a nonprofit organization sharing great stories about amazing people, ideas and solutions for a better world!

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