

## SALES TEAM MANUAL OUTLINE

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## **AGREEMENT TEMPLATES**

Affiliate Agreement  
Artwork Agreement  
Concept Protection Letter  
Fulfillment - Letter of Intent  
Fulfillment Program Agreement  
General-Company Store Agreement  
Independent Contractor Agreement  
Mutual Non-Disclosure Agreement  
Non-Compete-Agreement  
Simple NDA-Non-Competition Agreement  
Writer's Agreement

## **JOB DESCRIPTIONS**

Bookkeeper  
CEO  
Customer Service Rep  
Customer Service Supervisor  
Multi-Media Designer  
Operations Manager  
Purchasing Agent  
Retail Sales Associate  
Retail Store Asst Manager  
Retail Store Keyholder  
Retail Store Manager  
Sales Manager  
Sales Representative  
Sales Support Rep  
Shipping Supervisor  
VP of Finance  
VP of Operations  
VP of Sales & Marketing

## FORMS

### **Human Resource Forms:**

Employee Evaluation  
Employment Eligibility Verification form (I-9)  
Exit Interview  
First Day Employee Briefing  
Handbook for Employers for Completing Form I-9  
Personnel Policy Worksheet  
Sample Classified Ads  
Separation Notice-Resignation  
Separation Notice-Termination  
Statement of Warning  
Termination Form-Office Use  
Training Schedule

### **Human Resource Posters:**

Human Resource Poster Instructions  
Disabilities Poster  
Employee Polygraph Protection Act Poster  
Equal Opportunity is the Law Poster  
Job Safety and Health Protection Poster  
Minimum Wage Poster

### **IRS Forms:**

IRS Form Instructions  
Employers Tax Guide  
Form-940  
Form-941  
Form-1099-MISC  
SS-4  
W-2  
W-3  
W-4  
W-9

### **Operations Forms:**

Artwork Proof Approval Form  
Invoice  
Job Estimate Approval Form  
Purchase Order  
Semi-Monthly Time-Sheet  
Weekly Time-Sheet