



Social Agent
Sales Assistant
Contractor Agreement

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Project Overview

The contractor wishes to work for Social Agent Limited’s lead generation client accounts. This contractor is interested and able to help contact potential Chinese customers that the Social Agent system has identified for the client and try to engage in a business relationship on behalf of the client.

Party A: Virtual Assistant (contractor)
 Party B: Social Agent Limited (software company)

Statement of Work

1.1 Qualification Examination

Before the contractor can be eligible to enlist for a Social Agent client’s sales position, he/she must pass a qualifier examination.

This exam will be issued to the contractor once this agreement has been signed. The purpose of this examination is to ensure the contractor is aware of the sales practices in social media and how to engage properly with the Western client.

If the consultant does not pass this examination, he/she will have 2 more chances to pass. If by the 3rd time the consultant does not pass, he/she will need special approval from Social Agent management for further attempts to pass and begin work for any client accounts.



1.2 Scope of Work

The scope of work includes all activities and deliverables needed to complete the project. This scope of work includes:

1.1.1 Optimize Client's Sina Weibo Account

Social Agent Limited will select 1 qualified Chinese sales assistant to follow up the leads on the client's behalf. This will be your virtual sales staff. This sales staff will follow up the sales leads we identify on your behalf.

You will develop your sales funnel over time and work directly with this online sales staff to help you build your sales and business in the China market.

1.1.2 Contacting Sales Leads

Social Agent account will contain new potential business leads / customers / Sina Weibo fans:

- New accounts that Social Agent has recognized and followed and the status.
- Monitor your previous leads in our CRM

Please refer to our general terms & conditions below for details.

1.1.3 Reporting on Status of Sales Leads

Social Agent account will contain new potential business leads / customers / Sina Weibo fans:

- New accounts that Social Agent has recognized and followed and the status.
- Monitor your previous leads in our CRM

Please refer to our general terms & conditions below for details.

Compensation Structure

1.1 Summary of Income

1.1.4 Base Compensation

There are 3 packages to be considered for are:

Package	Sales Leads To Followup	Status Report Updates	Reporting on Sales Leads	Base Income
Basic	20 - 40 /mo	1/week	Yes	_____*
Engaged	80-120 /mo	2/week	Yes	_____*



Supreme	140-160 /mo	Every weekday	Yes	_____*
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- *The prices are negotiable, and the contractor accepts the offer from the client for each project and accepts it.

1.1.5 Sales Commission

To create a win-win, result driven relationship, the client will offer commission on sales from these leads that turn into customers.

Depending on the client's business model, ___% sales commission will be paid on these sales, upon successful completion of the transaction, after 30 days the sale is successfully completed.

Please refer to future client **account representative agreements** for specific details on commission structure.

1.1.6 Bonus Payments

The sales cycle may take time to develop, and Social Agent encourages clients to create a bonus payment for the virtual sales staff

- Maintaining the account over a certain amount of time
- Regularly fostering leads and being creative in the sales funnel creation
- Adding their own sales leads derived outside the Social Agent system
- Going above and beyond

This section is up to the client but highly encouraged to incentivize the sales to grow sales. Questions on payment or bonus structure, please discuss with your Social Agent account representative.

Please refer to future client **account representative agreements** for specific details on commission structure.

1.2 Payment Schedule & Details

Currently we offer 3 forms of receiving money, (but we hope that the contractor can receive the money from the client directly):

- 1) Paypal transfer
- 2) Alipay bank transfer

3) Bank transfer in local Chinese Yuan (RMB):

Account Holder's Name: _____

Account Number: _____

Bank Name: _____

Please refer to our general terms & conditions below for details.

1.3 General Terms and Conditions

1. The length of this contract is 1 month, automatically renewable unless 1 month notice of cancellation.
2. Payments are made on the 15th of each month.
3. Personal taxes are the responsibility of the contractor sales assistant.
4. If client reports a complaint on your performance, your account will be marked. After 3 complaints, your account will be frozen and you will need to discuss continuing with your Social Agent representative.
5. Contractor sales assistant will need to enter into a non-disclosure agreement for client data protection if the client wishes
6. This agreement and all transactions contemplated hereby, shall be governed by, construed, and enforced in accordance with the laws of the Hong Kong SAR. This agreement and the rights of the parties hereto shall be governed and interpreted in all respects by the law applied to contracts made and wholly to be performed within the Hong Kong SAR, without giving effect to the conflict of laws and rules thereto.
7. Social Agent Limited and its consultants will not be held liable / responsible for any loss of data, security leaks, or hacker / online risks that may arise on the internet, especially when utilizing open source software packages.

By signing this page you will give us the assignment to start our services as described in this proposal. The client accepts the services, investments and terms and conditions described in this proposal

Contractor:		Social Agent Limited
Date:		
Availability (Number of Packages)	Basic: _____ clients Engaged: _____ clients Supreme: _____ clients	N/A
Name		Michael Michelini
Signature		