

**Small Business Sales Force**  
**PO Box 189055**  
**Sacramento, CA 95818**  
**916-912-3880**



**(Sample Copy)**  
**Memorandum of Understanding (MOU)**

This MOU serves as our agreement of services to be rendered by Small Business Sales Force, Thomas Burns (Consultant) for Company Name, Company Owner or Decision Maker, Persons Title (Client).

Small Business Sales Force agrees to provide the following services:

- Assist in developing a marketing strategy using outside sales representation as its primary marketing weapon.
- Assist in developing realistic 12-month sales projections based on the marketing strategy being adopted.
- Recruit, hire and manage professional outside sales associates.
- Responsible for meeting quarterly sales goals based on the 12-month sales projections created.

Consultant agrees to provide Client with written reports detailing the status of sales activity. These reports will be delivered via email or in person twice a month. \_\_\_\_\_ (TM Initial)

Consultant agrees to provide a minimum of 25 hours of direct outside sales representation per week. \_\_\_\_\_ (TM Initial)

Consultant agrees to meet Client's 12-month sales projections. Although quarterly goals will be met whenever possible, due to the unpredictable nature of sales, both parties agree the overall 12-month sales projections are what matters most. \_\_\_\_\_ (TM Initial)

Consultant agrees not to bring aboard another client that would be considered competition to our present client. \_\_\_\_\_ (TM Initial)

Client agrees to a series of meetings to negotiate the marketing strategy utilizing outside sales representation. Client also agrees to a series of meetings to negotiate realistic 12-month sales growth projections. \_\_\_\_\_ (SB initial)

Client agrees to provide outside sales rep with all marketing materials. Business cards, brochures, catalogs, price sheets and any other documentation the sales rep will need to perform the work. \_\_\_\_\_ (SB initial)

Client agrees to provide Consultant with monthly sales reports detailing all business-to-business sales. \_\_\_\_\_ (SB initial)

Client agrees pay a commission on all business accounts. The commission to be paid on existing accounts is 00% and the commission to be paid on future business accounts is 00%.

[www.theSBSF.com](http://www.theSBSF.com)  
[Thomas@theSBSF.com](mailto:Thomas@theSBSF.com)

**"Professional Sales & Marketing for the Small Business"**

Furthermore, Client agrees to pay these commissions as long as Consultant is retained to perform outside sales work. This MOU is for Services that will be provided over a 12-month period, beginning in January 2006 and ending December 2006.

Client agrees to pay commissions on a monthly basis. Commissions will be paid within 5 days after the end of the month. \_\_\_\_\_(SB Initial)

The signing of this MOU authorizes Small Business Sales Force to proceed with this project.

If you consent to this MOU, please sign and return one copy of the letter to Small Business Sales Force to the mailing address shown above.

We look forward to being of service to you.

*CLIENT*

\_\_\_\_\_ DATE: \_\_\_\_\_

Owner of Company, Title  
Name of Company

*CONSULTANT*

\_\_\_\_\_ DATE \_\_\_\_\_

Thomas Burns, President,  
Small Business Sales Force