



COMMISSION REPRESENTATIVE PROCEDURES/AGREEMENT

TELSTRA & C-DIRECT REQUIREMENTS FOR COMMISSION REPS

- 1a - Credit Application (Commission Representative)
- Condition of Supply of Goods
- Commission Representative Procedures/Agreement (this page)
- 1b - When a **NEW ACCOUNT** is opened 'Telstra Card, Phone Bundles, Starter Packs & Pre-Paid-Mobile – Sales Agreement Application – Application Form" **MUST** be completed and returned to this Office. This is a Telstra requirement.
- 2 On a weekly basis all Invoices for the previous week must be submitted to C-Direct Pty Ltd

Invoices must include the following;

- Company Name
- Company Address
- Contact Person
- Contact Phone Number

- Stock Code
- Stock Quantity
- IMEI Numbers
- Stock Face Value
- Margin %
- Invoice Total
- GST (where applicable)

Handset Sales

Maximum of 5 Handsets/Model/Colour per Customer per Week

Commission rates:

Standard: 5.00% of face value or as agreed
Promotional: As advised from time to time

Preferred Method of Invoices:

- Computer Software (eg MYOB, Quicken etc)
- Manual Paper Invoice
- Invoice Template (Excel - Supplied by C-Direct Pty Ltd)
- Other (Sample to be submitted for approval)

All stock must be Invoiced:

If you have given stock away, these transaction must be Invoiced at zero cost, and Invoices submitted to C-Direct Pty Ltd.

Invoices to be sent weekly via email to
jacquismith@c-direct.com.au OR tonyi@c-direct.com.au