



Suggested Contract: Principal Interview Checklist

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Principal Interview Checklist

This Checklist corresponds with the paragraphs in the MAFSI Standard Principal – Rep Agreement.

Date: _____		Principal Name: _____	
Whom: _____		Title: _____	
Officer: Yes _____ No _____			
Item	Requested – MAFSI Rep	Accepted – MAFSI Rep	Offered – Principal
Effective Date			
Independent Contractor Status	Paragraph 4		
Exclusive Territory	Paragraphs 3, 5		
Commission Entitlement	Paragraphs 5, 6		
Commission Percentage	Paragraph 5		
Computation of Commission	Paragraphs 5, 7		
Commission Payability	Paragraphs 5 - 8		
Sales Credit	Paragraph 6		
Samples, Literature	Paragraph 11		
Commission Accounting	Paragraphs 5,8		
Term of Engagement	Paragraph 9 Initial 1-year term with 90 days' notice for automatic 2-year renewal		
Severance Pay	Paragraph 10 1 month's commission based on the annual average multiplied by # years agreement has been in place		
Employee Hiring	Paragraph 13		
Hold Harmless	Paragraph 14 Patents, property damage, personal injury		
Arbitration	Paragraph 15		
No Modification of Terms	Paragraph 16		

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