



2/19/18

From: Media Sales Director-J103 & Partners for Christian Media

To: Diane Cannon

Subj: CONVERTING TO AN INDEPENDENT MEDIA SALES REPRESENTATIVE

Diane,

Below are items that need to be addressed, as you change from representing J103 & Partners for Christian Media as a full time associate to an independent Media Sales Representative.

- All current PCM policies still apply concerning collections still apply.
- The payday [REDACTED] You'll receive [REDACTED] direct and [REDACTED] agency on all collections.
- Maintain a minimum billing amount of [REDACTED]
- In order to protect the interests of PCM and J103, If for any reason a client calls and complains about being neglected or being mishandled, PCM will re-assign that account to someone else, & we'll determine at that point, if you are still able to represent PCM. PCM reserves the right to re-assign any clients being serviced by PCM at any time.
- Independent media sales representatives are not eligible for commission bonuses, but will be eligible for sales contests.
- Independent media sales reps will be responsible to keep up with their income, for tax purposes. You will be issued a 1099 at the end of each year.
- Independent media sales representatives will not have desk at the PCM offices. During office hours, you are welcome to come and use the facilities as much as you like. Please feel free to bring clients to the offices to have meetings and tour the facility. You will also be able to take the laptop you are currently using.
- Independent media sales reps are on their own time and schedule, it will be up to you to maintain your current accounts and add more to your billing. If at any point, you decide to end your position, please inform the Sales Director immediately.
- You are asked to dialogue with the sales manager on a weekly call to discuss account/client needs as well as talk about possible new accounts.
- [REDACTED]

I agree with all the terms above: Diane Cannon Date: 2/22/18

Diane Cannon