

[Date]

[Agent/Agency Name]

[Agent Address]

[City, State, Zip Code]

Re: Letter of Appointment for Commission-Based Sales Representation

Dear [Agent Name],

This letter serves to formally appoint [Agency Name] as an independent sales representative for [Company Name], effective as of [Start Date].

1. Scope of Representation

The Agency is authorized to solicit orders for [Products/Services Name] within the following territory: [Geographic Area/Industry Sector].

2. Commission Structure

In consideration for sales services, the Agency shall be paid a commission of [Percentage]% on the net sales price of all products/services sold directly through the Agency's efforts. Net sales are defined as the gross invoice amount less shipping, taxes, returns, and discounts.

3. Payment Terms

Commissions will be earned once [Company Name] has received full payment from the customer. Payments will be disbursed to the Agency on a [Monthly/Quarterly] basis, no later than the [Day] of the following month.

4. Independent Contractor Status

The Agency is an independent contractor. Nothing in this agreement creates a partnership, joint venture, or employer-employee relationship. The Agency is responsible for its own business expenses and taxes.

5. Term and Termination

This agreement shall remain in effect until terminated by either party. Either party may terminate this relationship at any time by providing [Number] days' written notice.

6. Confidentiality

The Agency agrees to keep all pricing, customer lists, and proprietary business information confidential during and after the term of this placement.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]
[Company Name]

Accepted and Agreed:

Signature: _____

Date: _____

Name/Title: _____