



## LETTER OF INTENT

Warning: Professional advice may be required before using this Specimen Letter of Intent. RepHunter, Inc. is not engaged in rendering legal advice, and strongly suggests you consult with your attorney before entering into any agreements.

\*\*\* SPECIMEN ONLY \*\*\*

Dear Independent Sales Representative:

This letter confirms our intent to work with you as an Independent Sales Representative for a probationary period of \_\_\_ days. We will help you become a productive, successful representative of our lines. We hope this probationary period can be converted into a long-term, mutually prosperous, contractual agreement.

This probationary period is designed for both parties to establish expectations about our relationship. Our initial expectations are as follows:

1. The probationary period will be from \_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_.
2. We will have mandatory communication, where we speak by phone, every \_\_\_ days. These conversations will address your progress in reaching the following milestones:
  - a. \_\_\_/\_\_\_/\_\_\_: You will be required to...
  - b. \_\_\_/\_\_\_/\_\_\_: You will be required to...
  - c. \_\_\_/\_\_\_/\_\_\_: You will be required to...
3. We must see a purchase order as a result of your actions by \_\_\_/\_\_\_/\_\_\_.
4. Samples will be provided to you on \_\_\_/\_\_\_/\_\_\_ but must be secured with a credit card. We will NOT charge your card unless our working relationship has proved to be unfruitful and our samples have not been returned.
5. Commission paid for independent sales representation will be as described below:

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Regards,