

# Don't Sign On That Line!

## First get MANA's Agreement Guidelines



The contract between two businesses working as a team is a very important document and must be taken seriously by both parties. A fair and equitable contract that is as simple as possible, but covers important criteria for achieving a practical win-win relationship for both the representative and the manufacturer has long been sought after. In response to this need, MANA has created its contract guidelines. These specimen agreements along with the expertise of your legal counsel will cement your agency-principal partnership.

- **Manual for the Creation of a Rep/Principal Contract** — Starts with a "Background and Rationale" section that explains why each of the 18 clauses is necessary in an agreement between a manufacturers' rep and the manufacturer and a rationale behind each provision. Also includes guidelines and additional resources to help in the creation of the contract. Includes three sample agreements: one for reps selling into OEM accounts, another for reps selling to distributor and other re-seller customers, and a third for reps selling to end-users.  
 Non-members including *Agency Sales* subscribers \$149.00 each
- **Sales Agency/Sub Representative Agreement Guidelines** — This six-page legal roadmap takes you through 18 considerations including territory, commission, order acceptance, sub-representative relationship and conduct of business.  
 Non-members including *Agency Sales* subscribers \$25.00 each       Sister association members \$10.00 each
- **MANA's Guidelines For International Agreements** — MANA provides guidelines for international agreements between reps and manufacturers in this 9-page discussion of common issues that arise regardless of the countries involved.  
 Non-members including *Agency Sales* subscribers \$25.00 each       Sister association members \$10.00 each
- **Specimen Guidelines For Use Between Sales Agency And Employees** — Territory and product/service confidentiality as well as commission computation and payment are just some of the topics covered in this 6-page, 18-point employee contract specimen.  
 Non-members including *Agency Sales* subscribers \$25.00 each       Sister association members \$10.00 each

Free to MANA Members @  
[www.MANAonline.org](http://www.MANAonline.org)  
Add'l printed copies \$10.00 each

### YOUR INFORMATION

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip+4/Postal code \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
MANA member # \_\_\_\_\_ or Sister association name \_\_\_\_\_  
(appears above company name on Agency Sales label)  
Our firm is a:  Manufacturer     Manufacturers' agent     Other (please describe) \_\_\_\_\_

### PAYMENT METHOD

Check # \_\_\_\_\_ in the the amount of \$ \_\_\_\_\_ enclosed. Checks must be payable to MANA in U.S. dollars drawn on a U.S. bank or international money order for U.S. dollars. There will be a \$10.00 charge on all checks returned from the bank. California locations: please add 7.75% sales tax to your order.  
OR CHARGE MY:     VISA     MasterCard     American Express    Security code \_\_\_\_\_  
Credit card account #: ---    Expiration date: -  
Authorized Signature (required if paying with a credit card) \_\_\_\_\_

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