Chapter 1:

Sales Overview

Getting Started:

* New prospect
* Tools to help close
* Closing and Compensation

# New Prospect

## Initial Contact of New Company

## The goal is to determine if they’re an interested customer and that they meet our requirements. We would like companies with 5 or more employees that are not currently using an electronic time clock system. They may have a paycheck solution, but we are offering automated timesheets which can be used in conjunction with their paycheck software.

## During the call, you should be gathering information needed to create a site and to calculate their return on investment using our calculator.

## Below you will find some helpful guidelines to accomplishing these tasks:

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* *Leads will be waiting in your queue waiting for you to review.*
* *Use the ‘Due Diligence Checklist’ for companies with 50 or more employees.*
* *Complete a ‘Sales Call Tracking’ form to ensure you receive credit.*

## Tools

Two tools that can help facilitate a signed contract:

1. Create a working site while on the phone if they seem interested



1. Return on investment calculable thanks to American Payroll Association



### Closing and Compensation



It doesn't do any good to pitch a product you're not familiar with!!!!!

Please review our website at [www.simplesoftwaresf.com](http://www.simplesoftwaresf.com), watch our demo videos and read our documentation to get familiarized with our product. Remember, this is an online tool so any company in the world is a potential client. The only limitation is your ability to sell.

***Commission****:* Currently, the $5/per month/per employee is absorbed by the company for hardware/software maintenance. The sales commission is to be provided by the initial $250 setup cost:

* $100 is commission for closing the deal
* $50 for adding all of the their employees
* $50 for training the customer
* $50 is absorbed by the company

Once the discounted period is over, the customer will be charged $10/per employee/per month. $2/per employee/per month will be paid to the salesperson that manages the account. The salesperson is expected to maintain contact with the customer and help with any issues outside of technical support. This model is used to maintain customer satisfaction past the initial sale. We believe that once customers are familiar with our product and trust us as a company, they will inevitably want to move more of their processes to our site. Keep this in mind when managing your customers.

**Tasks to be taken by sales person that has been trained and provided with access to our Customer Maintenance Site:**

1) Login to Admin App and review your queue. If you are not being managed, use http://www.yellowpages.com/state-ca (replace 'ca' with your state if you are not in California) to find businesses in your area. Since you will be pitching them and meeting with them, keep this in mind before calling.

2) Enter business information into Business page in admin app.

3) Call business and track your responses. This will help eliminate customers not be contacted again. It will also ensure you get credit for the portions of the sale you make.

4) If a time was established to meet in person, please use Calendar in admin app.

5) If a sale has been made, add a record to the client table and login in to the customer’s site using the default login.

6) Add a Login and Employee record for each person that should have access to the site. Give each user access to Timeclock and test their login.

7) Submit a Sales Record and email chris@simplesoftwaresf.com and patrick@simplesoftwaresf.com. This will ensure you receive your commission. You will be paid after we receive payment from the customer.