

# Matilda Jane Clothing

This document is an addendum to your Matilda Jane Clothing Independent Trunk Keeper Agreement ("Agreement"). The requirements in this Addendum are incorporated into your Agreement. If you do not meet the requirement of this Addendum, your Agreement may be terminated.

## NEW TRUNK KEEPER

### Sales Requirements

- Matilda Jane's Trunk Keeper ("TK") compensation plan is based entirely on Commissionable Sales Volume (CSV). Commissionable Sales volume is defined as the total dollar value of all merchandise sold by a specific TK less all customer refunds and sold outs. CSV does not include discounted Jane items, Platinum items, or any other types of sales including, but not limited to: sample kits, supplies, personal orders and Art Fair sales.
- You must sell a minimum CSV of \$8,000 and have 4 months of "Active" status during the selling season for you to return the following season as a TK. If you do not meet this, you will lose your status as a TK.
- You must sell a minimum CSV of \$1,500 per month to be considered "Active" as a TK.

### Monthly compensation

- You will receive a base commission of 20% on your CSV.
- A 5% bonus can be earned (based on your CSV and month of the current selling season) according to the following table that reflects the months and minimum CSV for the bonus:

#### In Season 1

1<sup>st</sup> Month of Season \$5,500  
2<sup>nd</sup> Month of Season \$4,500  
3<sup>rd</sup> Month of Season \$3,500  
4<sup>th</sup> Month of Season \$2,500  
5<sup>th</sup> Month of Season \$2,500

- You will receive 5% commission on the sale of all Good Luck Trunk merchandise, provided your TK ID was referenced at the time of the on-line order was placed and your personal monthly CSV is a minimum of \$1,500.

### **Grace Month**

- A “Grace Month” is an exemption from the CSV requirement for one month. Once Grace Month is available per season and valid through the end of the current season. Your Grace Month will be used automatically in the first month that your personal sales volume is less than \$1,500.
- The months of January and July are non-requirement months. Sales commissions will be paid if sales occur during January or July according to the TK Compensation Plan.
- **Failure to sell \$1,500 in a month will result in:**
  - 1<sup>st</sup> Month: Warning – use of “Grace Month”
  - 2<sup>nd</sup> Month in a Season: Termination of your TK Agreement

### **Commission Garnishment:**

- A TK must ensure funds are available in your MJC account to cover the weekly direct debit. Debits returned to MJC due to NSF or any other reason may result in commissions being withheld and you will be restricted to accepting credit card only for customer payment. If a TK does not make immediate arrangements to pay amounts owed to MJC, the TK's Agreement may be terminated.
- Any balance owed to MJC, including direct debits and/or trunk payments, may cause commissions to be garnished.

### **New Trunk Keeper Requirements:**

- To remain up-to-date on information that may affect your MJC business, you should attend any and all New TK training – January Meeting, teleconference training, all company and team conference calls and July Dress Rehearsal. Update your up-line and show calendar weekly with future show schedule.
- Close out all shows within 72 hours of completion of the show.
- Follow up with “Jane’s” and customers frequently and provide superb Customer Service and updated product information.
  - Conduct your MJC business in accordance to the MJC Code of Kindness (See Policies & Procedures).

## RETURNING TRUNK KEEPER

### Sales Requirements to return and continue as a Trunk Keeper

- Matilda Jane's Trunk Keeper ("TK") compensation plan is based entirely on Commissionable Sales Volume (CSV). Commissionable Sales volume is defined as the total dollar value of all merchandise sold by a specific TK less all customer refunds and sold outs. CSV does not include discounted Jane items, Platinum items, or any other types of sales including, but not limited to: sample kits, supplies, personal orders and Art Fair sales.
- You must sell a minimum CSV of \$8,000 and have 4 months of "Active" status during the season for you to return the following selling season as a TK. If you do not meet this, your Agreement will be terminated.
- You must sell a minimum CSV of \$1,500 per month to be considered "Active" as a TK.
- TKs can recommend a potential New TK in her second season having personal sales of a minimum of \$25,000 CSV.

### Monthly Compensation

- You will receive a base commission of 20% on your CSV.
- A 5% bonus can be earned (based on your CSV, Seasons of experience, and Month of the current selling season) according to the following table that reflects the months and minimum CSV for the bonus:

| <u>In Season 2</u>                      | <u>In Season 3 and Beyond</u>           |
|-----------------------------------------|-----------------------------------------|
| 1 <sup>st</sup> Month of Season \$5,500 | 1 <sup>st</sup> Month of Season \$7,500 |
| 2 <sup>nd</sup> Month of Season \$4,500 | 2 <sup>nd</sup> Month of Season \$5,500 |
| 3 <sup>rd</sup> Month of Season \$3,500 | 3 <sup>rd</sup> Month of Season \$4,500 |
| 4 <sup>th</sup> Month of Season \$2,500 | 4 <sup>th</sup> Month of Season \$3,500 |
| 5 <sup>th</sup> Month of Season \$2,500 | 5 <sup>th</sup> Month of Season \$3,500 |

- You will receive 5% commission on the sale of all Good Luck Trunk merchandise provided your TK ID was referenced at the time the on-line order was placed and your personal monthly CSV is a minimum of \$1,500.

When all of your TK requirements as described above are met, if you have enrolled down-line TKs, you will receive:

- 2% commission on the CSVs of your First Line TKs with monthly CSVs of at least \$1,000.
- 1% commission on the CSVs of your Second Line TKs with monthly CSVs of at least \$1,000.

### **Grace Month**

- A “Grace Month” is an exemption from the CSV requirement for one month. One Grace Month is available per season and valid through the end of the current season. Your Grace Month will be used automatically in the first month that your personal sales volume is less than \$1,500. Commissions will be paid on your down-line during a “Grace Month” when your CSV is a minimum of \$500 and your Team Members CSV is a minimum of \$1,000.
- The months of January and July are non-requirement months. Sales commissions will be paid if sales occur during January or July according to the TK Compensation Plan, and down-line commissions will be paid if the requirements are met.
- **Failure to sell \$1,500 in a month will result in:**
  - 1<sup>st</sup> Month: Warning – use of “Grace Month”.
  - 2<sup>nd</sup> Month in a Season: Termination of your TK Agreement and loss of down-line TKs.

### **Commission Garnishment:**

- A TK must ensure funds are available in your MJC account to cover the weekly direct debit. Debits returned to MJC due to NSF or any other reason may result in commissions being withheld and you will be restricted to accepting credit card only for customer payment. If a TK does not make immediate arrangements to pay amounts owed to MJC, the TK's Agreement may be terminated.
- Any balance owed to MJC, including direct debits and/or trunk payments, may cause commissions to be garnished.

### **Returning Trunk Keeper Requirements to Remain a Trunk Keeper:**

- To remain up-to-date on information that may affect your MJC business, you should attend ALL company or Team Leader sponsored trainings, conference calls, and team calls.
- Update your up-line and show calendar weekly with future show schedule.
- Close out all shows within 72 hours of completion of the show.
- Follow up with “Jane’s” and customers frequently and provide superb Customer Service and updated product information.
- Conduct your MJC business in accordance to the MJC Code of Kindness (see Policies & Procedures)

### **Enrolling Trunk Keepers**

***If you decide to recommend a potential New Trunk Keeper and MJC agrees to contract with her as an Independent Trunk Keeper, your responsibilities as the Enrolling Trunk Keeper are:***

#### **Administrative Requirements for Enrolling Trunk Keeper:**

- Encourage your down-line to attend all Team Trainings/Conference Calls conducted by your Team Leader or the Company so that they can stay up-to-date on information that may affect their MJC business.
- Call each member of your down-line regularly. These calls are opportunities to discuss her upcoming shows, new bookings, sales goals, frustrations, encouragement and to give her updates on company programs/incentives and review any Company Incentives, News Releases, Company E-mailings, and TK Blog Posts.

- Update your Team Leader with your down-line's bookings and business status weekly.
- Ensure your down-line TKs are also updating their show schedule on a regular basis.

**Team Member Sales Requirements:**

**To remain TKs, your downline Team Members must:**

- Sell a minimum of \$8,000 in CSV in the season and have 4 "Active" months in the season in order to apply to return the following season.
- Sell a minimum of \$1,500 in CSV a month to be considered "Active", but when your team member reaches \$1,000 in a month, and you have met your personal CSV requirements, you will receive commission on their sales.

**Training Suggestions for Enrolling Trunk Keeper to Benefit Your Business:**

- New Season Premier Party – you may choose to begin your season by hosting a Premier Party. The Premiere Party goal is to give you an opportunity to schedule 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
- Assist your Team Members in the following ways –
  - Premier Party – it is recommended that you attend and conduct this in-home show at your **new first line** TK's home if the TK is within three hours driving distance from you. The Premier Party goal is to give your new TK training in how to do an in-home show and to help her book 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
  - After the Premier Party, help her close out the show, by teaching her how to use the on-line ordering system
  - Assist your New TK in scheduling In-Home Trunk Shows
  - Observing and coaching one of her first parties
  - Calling her after her first solo party
  - Calling her weekly and encouraging her to call you with any questions and concerns
  - Encouraging her to participate in any company sponsored trainings
  - Reviewing any Company Incentives, New Release information or emails
- Assist your Team Member in filling out all contracts and Trunk Order forms
- Help your New First Line TKs set up their date book which will include any applicable Company Incentives and Promotions, All Company and Team Conference Calls dates, and Company and Team Conferences.

## SENIOR TRUNK KEEPER

### Sales Requirements to return and continue as a Senior Trunk Keeper

- Matilda Jane's Trunk Keeper ("TK") compensation plan is based entirely on Commissionable Sales Volume (CSV). Commissionable Sales volume is defined as the total dollar value of all merchandise sold by a specific TK less all customer refunds and sold outs. CSV does not include discounted Jane items, Platinum items, or any other types of sales including, but not limited to: sample kits, supplies, personal orders and Art Fair sales.
- Senior Trunk Keepers ("STK") must sell a minimum CSV of \$10,500 and have 4 months of "Active" status during the season for you to return the following selling season as a STK. If you do not meet this, you will lose your status as a STK, but may return as a TK if you meet the TK sales requirements.
- Sell a minimum CSV of \$2,500 per month to be considered "Active" as a STK.

### Monthly Compensation

#### *Individual Commission/Bonuses*

- You will receive a base commission of 20% on your CSV.
- A 5% bonus can be earned (based on your CSV, Seasons of experience, and Month of the current selling season) according to the following table that reflects the months and minimum CSV for the bonus:

| <u>In Season 2</u>                     | <u>In Season 3 and Beyond</u>          |
|----------------------------------------|----------------------------------------|
| 1 <sup>st</sup> Month of Season \$5500 | 1 <sup>st</sup> Month of Season \$7500 |
| 2 <sup>nd</sup> Month of Season \$4500 | 2 <sup>nd</sup> Month of Season \$5500 |
| 3 <sup>rd</sup> Month of Season \$3500 | 3 <sup>rd</sup> Month of Season \$4500 |
| 4 <sup>th</sup> Month of Season \$2500 | 4 <sup>th</sup> Month of Season \$3500 |
| 5 <sup>th</sup> Month of Season \$2500 | 5 <sup>th</sup> Month of Season \$3500 |

- You will receive 5% commission on the sale of all Good Luck Trunk merchandise provided your TK ID was referenced at the time the on-line order was placed and your personal monthly CSV is a minimum of \$1,500.

#### *Team Commission*

To be paid Team Commissions at the STK Level in any contract month, the STK must meet each of the following:

- 1.) Sell a minimum CSV of \$2,500 per month.**
- 2.) Reach a Total Team CSV of \$5,500 (no more than \$2,500 of a STK's CSV can count toward this).**
- 3.) Maintain a minimum of 2 "Active" First Line TKs in that month. An "Active" TK must reach a minimum CSV of \$1,500 for the month or be in a Grace Month.**

When all of your STK Team Commission requirements as described above are met, you will receive:

- 3% sales commissions on your First Line TKs with a monthly CSV of at least \$1,000.
- 2% sales commissions on your Second Line TKs with a monthly CSV of at least \$1,000.
- 1% sales commissions on your Third Line TKs with a monthly CSV of at least \$1,000.

### **Grace Month**

In the first month of a season in which the STK fails to achieve one or more of the Team Commission requirements in 1.), 2.), and 3.) *above*, the STK is granted a STK Grace Month and the following rules will determine the level at which the STK will be paid on her downline TK's monthly CSV:

#### **Paid at STK level:**

- Reach a minimum of \$2,500 & a team total of \$5,500
- Reach a minimum of \$2,500 & maintain minimum Active downline

#### **Paid at a TK level:**

- Reach a minimum of \$2,500 only
- CSV \$1,500 - \$2,500 & a team total of \$5,500
- Team total of \$5,500 & maintain minimum Active downline
- CSV \$1,500 - \$2,500 & maintain minimum Active downline
- CSV \$500 - \$1,500, a team total of \$5,500 & maintain minimum Active downline
- CSV \$500 - \$1,500 & a team total of \$5,500

#### **Paid no downline:**

- CSV less than \$2,500 only
- CSV \$500 - \$1,500 & maintain a minimum Active downline
- CSV less than \$500 & maintain a minimum Active downline
- CSV less than \$500 & a team total of \$5,500
- CSV less than \$500, a team total of \$5,000 & maintain a minimum Active downline

The second month of a season in which the STK fails to achieve one or more of the Team Commission requirements in 1.), 2.), and 3.) *above*, the STK will lose her Senior status, be placed on STK Probation, and will automatically be paid Team Commission at the TK level as shown below:

- Team commissions are paid provided your CSV is at least \$500. Team commissions are paid to you on any team member who has at least \$1000 in CSV for the month.

**Senior Trunk Keeper Probation:**

Following the loss of the STK status, the STK will be placed on a probationary period and paid at the STK or Trunk Keeper level depending on which criteria the STK meets for the rest of the season. The Team Leader will, however, keep the STK title for the remainder of the season. Once the STK reaches ALL STK requirements, she will be reinstated as a STK. "Grace Months" do not apply during the probationary period. If at the start of the following season, the requirements to be a STK are still not met, title and pay will reflect the current structure.

**Commission Garnishment:**

- A TK must ensure funds are available in your MJC account to cover the weekly direct debit. Debits returned to MJC due to NSF or any other reason may result in commissions being withheld and you will be restricted to accepting credit card only for customer payment. If a TK does not make immediate arrangements to pay amounts owed to MJC, the TK's Agreement may be terminated.
- Any balance owed to MJC, including direct debits and/or trunk payments, may cause commissions to be garnished.

**Senior Trunk Keeper Requirements to remain a Trunk Keeper:**

- To remain up-to-date on information that may affect your MJC business, you should attend ALL company or Team Leader sponsored trainings, conference calls, and team calls.
- Update your up-line and show calendar weekly with future show schedule.
- Close out all shows within 72 hours of completion of the show.
- Schedule 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season
- Conduct a minimum of 12 shows per month
- Follow up with "Jane's" and customers frequently and provide superb Customer Service and updated product information.
- Conduct your MJC business in accordance to the MJC Code of Kindness (see Policies & Procedures)

**Senior Trunk Keeper Administrative Requirements:**

- To run an effective MJC business and team, you should encourage your down-line to attend all Team Trainings/Conference Calls conducted by your Team Leader or the Company so that they can stay up-to-date on information that may affect their MJC business.
- Call each First Line TKs regularly. This call provides the opportunity to discuss her upcoming shows, new bookings, sales goals, frustrations, and to give her updates on company programs/incentives and information.
- Update your Team Leader with your down-line's bookings weekly.
- Communicate and provide any reports to your Team Leader weekly, so she can pass important information onto Home Office in a timely manner.

**Team Sales Requirements:**

- All TKs on your team must sell a minimum of \$8,000 in the season and have minimum of 4 "Active" months in the season in order to return the following season.
- Team members must sell a minimum of \$1,500 per month to be considered active.
- Total monthly combined team CSV of \$5,500.00.

**Senior Trunk Keeper Training Suggestions:**

- New Season Premier Party – you may choose to begin your season by hosting a Premier Party. The Premiere Party goal is to give you an opportunity to schedule 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
- Assist your Team Members in the following ways –
  - Premier Party – it is recommended that you attend and conduct this in-home show at your **new first line** TK's home if the TK is within three hours driving distance from you. The Premier Party goal is to give your new TK training in how to do an in-home show and to help her book 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
  - After the Premier Party, help her close out the show, by teaching her how to use the on-line ordering system
  - Assist your New TK in scheduling 12 In-Home Trunk Shows within the first 4 weeks of the season
  - Observe and coaching one of her first 12 parties
  - Calling her after her first solo party
  - Calling her weekly and encouraging her to call you with any questions and concerns
  - Encouraging her to participate in any company sponsored trainings
  - Reviewing any Company Incentives, New Release information or emails
- Assist your Team Member in filling out all contracts and Trunk Order forms
- Help your New First Line TKs set up their date book which will include any applicable Company Incentives and Promotions, All Company and Team Conference Calls dates, and Company and Team Conferences.

## TEAM LEADER

### Sales Requirements to return and continue as a Team Leader

- Matilda Jane's Trunk Keeper ("TK") compensation plan is based entirely on Commissionable Sales Volume (CSV). Commissionable Sales volume is defined as the total dollar value of all merchandise sold by a specific TK less all customer refunds and sold outs. CSV does not include discounted Jane items, Platinum items, or any other types of sales including, but not limited to: sample kits, supplies, personal orders and Art Fair sales.
- You must sell a minimum CSV of \$18,000 and have 4 months of "Active" status during the season for you to return the following season as a Team Leader. If you do not meet this, you will lose your status as a Team Leader.
- You must sell a minimum CSV of \$4,000 per month to be considered "Active" as a Team Leader.

### Monthly Compensation

#### *Individual Commission/Bonuses*

- You will receive a base commission of 20% on your CSV.
- A 5% bonus can be earned (based on your CSV total by month of the current selling season) according to the following table that reflects the months and minimum CSV for the bonus:

#### In Season 2

|                                 |        |
|---------------------------------|--------|
| 1 <sup>st</sup> Month of Season | \$5500 |
| 2 <sup>nd</sup> Month of Season | \$4500 |
| 3 <sup>rd</sup> Month of Season | \$3500 |
| 4 <sup>th</sup> Month of Season | \$2500 |
| 5 <sup>th</sup> Month of Season | \$2500 |

#### In Season 3 and Beyond

|                                 |        |
|---------------------------------|--------|
| 1 <sup>st</sup> Month of Season | \$7500 |
| 2 <sup>nd</sup> Month of Season | \$5500 |
| 3 <sup>rd</sup> Month of Season | \$4500 |
| 4 <sup>th</sup> Month of Season | \$3500 |
| 5 <sup>th</sup> Month of Season | \$3500 |

- You will receive 5% sales commission on any Good Luck Trunk orders placed when the Team Leader's ID # is referenced at the time the order is placed providing the Team Leader has monthly CSV of \$1,500 or greater.

#### *Team Commission*

To be paid Team Commissions at the Team Leader Level in any contract month, a Team Leader must meet each of the following requirements:

- 4.) Sell a minimum CSV of \$4,000 per month.**
- 5.) Reach a Total Team CSV of \$19,500 (no more than \$4,000 of a Team Leader's CSV can count toward this).**
- 6.) Maintain a minimum of 5 "Active" First Line TKs in that month. An "Active" TK must reach a minimum CSV of \$1,500 for the month or be in a Grace Month.**
- 7.) Maintain a minimum of 2 "Active" First Line Sr. TKs in a month. An "Active" Sr. TK must have a minimum personal CSV of \$2,500 and two "Active" TKs on their first line with a total combined team CSV of \$5,500.**

When all of your Team Leader Team Commission requirements as described above are met, you will receive:

- 4% sales commissions on your First Line TK's when their monthly CSV is at least \$1000.
- 3% sales commissions on your Second Line TK's when their monthly CSV is at least \$1000.
- 2% on your Third Line TK's when their monthly CSV is at least \$1000.

**Grace Month:**

In the first month of a season in which the Team Leader fails to achieve one or more of the Team Commission requirements in 1.), 2.), 3.) and 4.) *above*, the Team Leader is granted a Team Leader Grace Month and the following rules will determine the level at which the Team Leader will be paid on her downline TKs' monthly CSV:

| <b>Minimum Personal CSV</b>          | <b>Team CSV</b>     | <b>Active 1<sup>st</sup> Line</b> | <b>Active STKs</b>  | <b>Compensation Level</b> |
|--------------------------------------|---------------------|-----------------------------------|---------------------|---------------------------|
| <i>1</i>                             | <i>2</i>            | <i>3</i>                          | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1</i>                             | <i>2</i>            | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1</i>                             | <del><i>2</i></del> | <i>3</i>                          | <i>4</i>            | <i>Paid at STK level</i>  |
| <i>1</i>                             | <del><i>2</i></del> | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at STK level</i>  |
| <i>1</i>                             | <del><i>2</i></del> | <del><i>3</i></del>               | <del><i>4</i></del> | <i>Paid at TK level</i>   |
|                                      |                     |                                   |                     |                           |
| <i>1 (between \$2000 and \$4000)</i> | <i>2</i>            | <i>3</i>                          | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1 (between \$2000 and \$4000)</i> | <i>2</i>            | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1 (between \$2000 and \$4000)</i> | <del><i>2</i></del> | <i>3</i>                          | <i>4</i>            | <i>Paid at STK level</i>  |
| <i>1 (between \$2000 and \$4000)</i> | <del><i>2</i></del> | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TK level</i>   |
| <i>1 (between \$2000 and \$4000)</i> | <del><i>2</i></del> | <del><i>3</i></del>               | <del><i>4</i></del> | <i>Paid at TK level</i>   |
|                                      |                     |                                   |                     |                           |
| <i>1 (between \$1000 and \$2000)</i> | <i>2</i>            | <i>3</i>                          | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1 (between \$1000 and \$2000)</i> | <i>2</i>            | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TL level</i>   |
| <i>1 (between \$1000 and \$2000)</i> | <del><i>2</i></del> | <i>3</i>                          | <i>4</i>            | <i>Paid at STK level</i>  |
| <i>1 (between \$1000 and \$2000)</i> | <del><i>2</i></del> | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TK level</i>   |
| <i>1 (between \$1000 and \$2000)</i> | <del><i>2</i></del> | <del><i>3</i></del>               | <del><i>4</i></del> | <i>Paid no downline</i>   |
|                                      |                     |                                   |                     |                           |
| <i>1 (less than \$1000)</i>          | <i>2</i>            | <i>3</i>                          | <i>4</i>            | <i>Paid at STK level</i>  |
| <i>1 (less than \$1000)</i>          | <i>2</i>            | <del><i>3</i></del>               | <i>4</i>            | <i>Paid at TK level</i>   |
| <i>1 (less than \$1000)</i>          | <del><i>2</i></del> | <i>3</i>                          | <i>4</i>            | <i>Paid at TK level</i>   |
| <i>1 (less than \$1000)</i>          | <del><i>2</i></del> | <del><i>3</i></del>               | <i>4</i>            | <i>Paid no downline</i>   |
| <i>1 (less than \$1000)</i>          | <del><i>2</i></del> | <del><i>3</i></del>               | <del><i>4</i></del> | <i>Paid no downline</i>   |

In the second month of a season in which the Team Leader fails to achieve one or more of the Team Commission requirements in 1.), 2.), 3.) and 4.) *above*, the Team Leader will be paid at the STK level or TK level depending on which criteria the Team Leader meets and remain at this title until successfully completing a Team Leader Probation Period.

### **Team Leader Probation**

Following the loss of Team Leader status, the Team Leader will be placed on a probationary period and paid at the Sr. TK or Trunk Keeper level depending on which criteria the Team Leader meets for the rest of the season. The Team Leader will, however, keep the Team Leader title for the remainder of the season. Once the Team Leader reaches ALL Team Leader requirements, she will be reinstated as a Team Leader. "Grace Months" do not apply during the probationary period. If at the start of the following season, the requirements to be a Team Leader are still not met, title and pay will reflect the current structure.

### **Commission Garnishment:**

- A TK must ensure funds are available in your MJC account to cover the weekly direct debit. Debits returned to MJC due to NSF or any other reason may result in commissions being withheld and you will be restricted to accepting credit card only for customer payment. If a TK does not make immediate arrangements to pay amounts owed to MJC, the TK's Agreement may be terminated.
- Any balance owed to MJC, including direct debits and/or trunk payments, may cause commissions to be garnished.

### **Team Sales Requirements**

- Monthly team total CSV must be a minimum of \$19,500.
- All TKs on your team must sell a minimum of \$8,000 in the season and have minimum of 4 "Active" months in the season in order to return the following season.
- Team members must sell a minimum of \$1,500 per month to be considered active.

### **Team Leader Administrative Requirements**

- To remain up-to-date on information that may affect the Team Leader's MJC business, a Team Leader is required to attend all Trainings.
  - Team Leader Training Workshop- One day prior to the Company Dress Rehearsal
  - Monthly Team Leader Conference Call
  - Monthly Company Conference Call – 3<sup>rd</sup> week of each month, Sponsored by the Company
- Call each First Line TKs regularly. This call provides the opportunity to discuss her upcoming shows, new bookings, sales goals, frustrations, and to give her updates on company programs/incentives and information..
- You should conduct a team conference call each month and provide a written summary to all team members and Julie & Cindy.
- Include Julie & Cindy in all mass team email communications.
- Update the company show calendar weekly.
- January regional team meetings will be shared with your up-line, Senior Team Leader.
- Inform your team, your up-line and the office about vacations and time away from the office.

### Team Leader Training Suggestions

- New Season Premier Party – you may choose to begin your season by hosting a Premier Party. The Premiere Party goal is to give you an opportunity to schedule 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
- Assist your new First Line TKs in the following ways –
  - Premier Party – it is recommended that you attend and conduct this in-home show at your **new first line** TK's home if the TK is within three hours driving distance from you. The Premier Party goal is to give your new TK training in how to do an in-home show and to help her book 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
  - After the Premier Party, help her close out the show, by teaching her how to use the on-line ordering system
  - Assist your New TK in scheduling 12 In-Home Trunk Shows within the first 4 weeks of the season
  - Observe and coaching one of her first 12 parties
  - Calling her after her first solo party
  - Calling her weekly and encouraging her to call you with any questions and concerns
  - Encouraging her to participate in any company sponsored trainings
  - Reviewing any Company Incentives, New Release information or emails
  - Help her set up her date book which will include any applicable Company Incentives/Promotions, All Company and Team Conference Call dates, and Company and Team Conferences.
- Assist your Team Member in filling out all contracts and Trunk Order forms
- Provide monthly training, support and coaching to your downline Team Leaders and Sr. TKs to encourage teamwork and business success.

## SENIOR TEAM LEADER

### Sales requirements to return and continue as a Senior Team Leader

- Matilda Jane's Trunk Keeper ("TK") compensation plan is based entirely on Commissionable Sales Volume (CSV). Commissionable Sales volume is defined as the total dollar value of all merchandise sold by a specific TK less all customer refunds and sold outs. CSV does not include discounted Jane items, Platinum items, or any other types of sales including, but not limited to: sample kits, supplies, personal orders and Art Fair sales.
- You must sell a minimum CSV of \$18,000 and have 4 months of "Active" status during the season for you to return the following season as a Senior Team Leader. If you do not meet this, you will lose your status as a Senior Team Leader.
- You must sell a minimum CSV of \$4,000 per month to be considered "Active" as a Senior Team Leader.

### Monthly Compensation

#### Individual Commission/Bonuses

- You will receive a base commission of 20% on your CSV.
- A 5% bonus can be earned (based on your CSV total by month of the current selling season) according to the following table that reflects the months and minimum CSV for the bonus:

| <u>In Season 2</u>                     | <u>In Season 3 and Beyond</u>          |
|----------------------------------------|----------------------------------------|
| 1 <sup>st</sup> Month of Season \$5500 | 1 <sup>st</sup> Month of Season \$7500 |
| 2 <sup>nd</sup> Month of Season \$4500 | 2 <sup>nd</sup> Month of Season \$5500 |
| 3 <sup>rd</sup> Month of Season \$3500 | 3 <sup>rd</sup> Month of Season \$4500 |
| 4 <sup>th</sup> Month of Season \$2500 | 4 <sup>th</sup> Month of Season \$3500 |
| 5 <sup>th</sup> Month of Season \$2500 | 5 <sup>th</sup> Month of Season \$3500 |

- You will receive 5% sales commission on any Good Luck Trunk orders placed when the Senior Team Leader's ID # is referenced at the time the order is placed providing the Senior Team Leader has monthly CSV of \$1500 or greater.

#### Team Commission

To be paid Team Commissions at the Senior Team Leader Level in any month a Senior Team Leader must meet each of the following requirements:

- 1.) Sell a minimum CSV of \$4,000 per month.**
- 2.) Reach a total monthly team CSV of \$52,000 (no more than \$4,000 of a Senior Team Leader's CSV can count toward the team total).**
- 3.) Maintain a minimum of 8 "Active" First Line TKs in that month. An "Active" TK must reach a minimum CSV of \$1,500 for the month or be in a Grace Month.**
- 4.) Maintain a minimum of 2 "Active" First Line Senior TKs or Team Leaders.**
- 5.) Maintain a minimum of 2 "Active" Team Leaders within your downline.**

When all of your Senior Team Leader requirements as described above are met, you will receive:

- 4% sales commissions on your First Line TK's when their monthly CSV is at least \$1000.
- 3% sales commissions on your Second Line TK's when their monthly CSV is at least \$1000.
- 2% on your Third Line TK's when their monthly CSV is at least \$1000.
- 1% on your Fourth Line TK's and all lower levels when their monthly CSV is at least \$1000.

### Grace Month

In the first month of a season in which the Senior Team Leader fails to achieve one or more of the Team Commission requirements in 1.), 2.), 3.), 4.) and 5.) above, the Senior Team Leader is granted a Senior Team Leader Grace Month and the following rules will determine the level at which the Senior Team Leader will be paid on her downline TKs' monthly CSV:

| Minimum Personal CSV          | Team CSV | Active 1 <sup>st</sup> | Active STKs | Active TLs | Compensation |
|-------------------------------|----------|------------------------|-------------|------------|--------------|
| 1                             | 2        | 3                      | 3           | 5          | Paid at STL  |
| 1                             | 2        | 3                      | 4           | 5          | Paid at STL  |
| 1                             | 2        | 3                      | 4           | 5          | Paid at STL  |
| 1                             | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1                             | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1                             | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1                             | 2        | 3                      | 4           | 5          | Paid at TK   |
|                               |          |                        |             |            |              |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (between \$2000 and \$4000) | 2        | 3                      | 4           | 5          | Paid at TK   |
|                               |          |                        |             |            |              |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at TL   |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at TK   |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid at TK   |
| 1 (between \$1000 and \$2000) | 2        | 3                      | 4           | 5          | Paid no      |
|                               |          |                        |             |            |              |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid at STK  |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid at TK   |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid at TK   |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid no      |
| 1 (less than \$1000)          | 2        | 3                      | 4           | 5          | Paid no      |

### **Senior Team Leader 2<sup>nd</sup> Grace Month**

In the second month of a season in which the Senior Team Leader fails to achieve one or more of the Team Commission requirements in 1.), 2.), 3.), 4. ) and 5.) *above*, the Senior Team Leader will be paid at the Team Leader level, Sr. TK level or TK level depending on which criteria the Senior Team Leader meets and remain at this title until successfully completing a Senior Team Leader Probation Period.

### **Senior Team Leader Probation**

Following the loss of Senior Team Leader status, the Senior Team Leader will be placed on a probationary period and paid at the Team Leader, Senior TK or TK level depending on which criteria the Senior Team Leader meets for the rest of the season. The Senior Team Leader will, however, keep the Senior Team Leader title for the remainder of the season. Once the Senior Team Leader reaches ALL Senior Team Leader requirements, she will be reinstated as a Senior Team Leader. "Grace Months" do not apply during the probationary period. If at the start of the following season, the requirements to be a Senior Team Leader are still not met, title and pay will reflect the current structure.

### **Commission Garnishment**

- A TK must ensure funds are available in her MJC account to cover the weekly direct debit. Debits returned to MJC due to NSF or any other reason may result in commissions being withheld and the TK will be restricted to accepting credit cards only for customer payment. If a TK does not make immediate arrangements to pay amounts owed to MJC, the TK's Agreement may be terminated.
- Any balance owed to MJC, including direct debits and/or trunk payments, may cause commissions to be garnished.

### **Senior Team Sales Requirements**

- Monthly Team total CSV must be a minimum of \$52,000.
- 2 qualifying first line Sr. TKs or Team Leaders.
- 2 qualifying Team Leaders in your downline.
- All TKs on your team must sell a minimum of \$8,000 in the season and have minimum of 4 "active" months (\$1,500 CSV) in the season in order to return the following season.

### **Senior Team Leader Administrative Requirements**

- To remain up-to-date on information that may affect the Senior Team Leader's MJC business, a Senior Team Leader is required to attend all Company and Team Sponsored Trainings.
  - Leadership Training - One day prior to the Company Dress Rehearsal
  - Regular Senior Team Leader Conference Call - sponsored by Company
  - Monthly Company Conference Call – 3<sup>rd</sup> week of each month, sponsored by Company
- Call each First Line TK regularly. This call provides the opportunity to discuss her upcoming shows, new bookings, sales goals, frustrations, and to give her updates on company programs/incentives and information.
- You should coordinate with your Team Leader(s) to conduct a team conference call each month and provide a written summary to all team members and Julie & Cindy.
- Include Julie & Cindy in all mass team email communications.

- Update the company show calendar weekly.
- Inform your team, your up-line and the office about vacations and time away from the office.
- January regional team meetings will be shared with your up-line and downline teams. The company will provide \$1,000 for this event along with other support materials to you as Senior Team Leader.

### Senior Team Leader Training Suggestions

- • New Season Premier Party – you may choose to begin your season by hosting a Premier Party. The Premiere Party goal is to give you an opportunity to schedule 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
- Assist your new First Line TKs in the following ways –
  - Premier Party – it is recommended that you attend and conduct this in-home show at your **new first line** TK's home if the TK is within three hours driving distance from you. The Premier Party goal is to give your new TK training in how to do an in-home show and to help her book 12 New In-Home Trunk Shows within a 4 week period within the first 5 weeks of the season.
  - After the Premier Party, help her close out the show, by teaching her how to use the on-line ordering system
  - Assist your New TK in scheduling 12 In-Home Trunk Shows within the first 4 weeks of the season
  - Observe and coaching one of her first 12 parties
  - Calling her after her first solo party
  - Calling her weekly and encouraging her to call you with any questions and concerns
  - Encouraging her to participate in any company sponsored trainings
  - Reviewing any Company Incentives, New Release information or emails
  - Help her set up her date book which will include any applicable Company Incentives/Promotions, All Company and Team Conference Call dates, and Company and Team Conferences.
- Assist your Team Member in filling out all contracts and Trunk Order forms
- Provide monthly training, support and coaching to your downline Team Leaders and Sr. TKs to encourage teamwork and business success.
- We ask you to communicate weekly with Julie & Cindy providing team member updates and issues of concern.

**MATILDA JANE TRUNK KEEPER BONUSES AND INCENTIVES**

**Jump Start Incentive Bonus-For First Time Trunk Keepers Only**

**Jump Starting Your Business as a New Trunk Keeper Will Bring Added Benefits**-The most efficient way to start your new business is by booking In-Home Trunk Shows immediately. Trunk Shows are the most effective method of selling and promoting Matilda Jane Clothing. The MJC Trunk Show also provides you with the perfect setting to book future Trunk Shows. You can see that In-Home Trunk Shows are the key to our business; we reward your efforts in making them happen. Therefore during your first season you can receive a bonus for completing the Matilda Jane Jump Start Incentive within the dates listed on the claim form or within the first 30 days after receiving your Trunk (if you are enrolled after the start of the selling season).

The nature of our business is such that you will have customers and “Janes” returning season after season. But, until you are at the point of having this repeat business, you may have to make extra effort to initially get those Trunk Shows scheduled. This incentive will serve as a great reward for your efforts, because it will allow you to supplement your Trunk with additional sizes and items of your choice for better try-ons, resulting in bigger orders and happier customers.

Silver Level Jump Start  
\$7,500 in CSV            will earn            \$100 in free product

Gold Level Jump Start  
\$10,000 in CSV            will earn            \$250 in free product

\*\*your Jump Start claim form will be emailed to you

In order to receive your FREE products you must complete and submit the “Jump Start Claim Form” with your qualifying trunk shows no later than the date listed on the claim form. You may submit only one “Jump Start Claim Form”. Note: All items in your Jump Start order are EXCHANGEABLE only.

**Jump Start Enrolling Bonus**

When you enroll a new Trunk Keeper who achieves the Jump Start sales incentive we believe it is because you were instrumental in this achievement and deserve to receive a Jump Start Enrolling Bonus.

You will earn an additional 2% Jump Start Bonus Commission on the first \$5000 in CSV generated by each of your personally enrolled Trunk Keepers who reach the GOLD Jump Start Level within their first 30 days or 2% of the first \$3000 in CSV if your New Trunk Keeper reaches the SILVER Jump Start Level.

**New Season Start Bonus Incentive – For all trunk Keepers**

All Trunk Keepers who complete 12 or more Trunk Shows within 4 consecutive weeks during the first 5 weeks of the new season meeting specific CSV sales levels will earn free Matilda Jane Clothing.

|                 |           |                            |
|-----------------|-----------|----------------------------|
| \$18,000 in CSV | will earn | 5 Free Matilda Jane Pieces |
| \$35,000 in CSV | will earn | 8 Free Matilda Jane Pieces |

\*\*your Season Start claim form will be emailed to you

In order to receive your FREE products you must complete and submit the “Season Start Claim Form” no later than the date listed on the claim form. You may select any 12 or more qualifying trunk shows throughout the 4 consecutive weeks during the first 5 weeks of the season. Only one “Season Start Claim Form” may be submitted per season. Note: All items in your Season Start order form are EXCHANGEABLE only.

**Additional Samples and Personal Wardrobe Incentives**

Matilda Jane Clothing sponsors from time to time Company Incentives; and rewards those who achieve the required activities in various ways. We recognize that the Matilda Jane Clothing items are the most sought after reward. Therefore we give each Trunk Keeper the opportunity to earn increasing discounts on returning Trunk Keepers new season Trunks, additional discounted items of their choice and even Free MJC products. Returning Trunk Keepers with previous season commissionable sales volume will receive:

|                   |                                             |
|-------------------|---------------------------------------------|
| \$8,000-\$30,000  | 10 items at 50% off                         |
| \$30,001-\$50,000 | 10 Additional items at 50% and 2 FREE items |
| \$50,001 and more | 15 Additional items at 65% and 5 FREE items |

Trunk Keepers with less than \$8000 in commissionable sales or who are not active for 4 months during the season will not be permitted to return the following season. A Returning Trunk Keeper Re-Application is required and your position is not guaranteed regardless of season CSV total.

Once a Trunk Keeper has ordered the earned additional discounted for free items she may submit an order clearly marked “PERSONAL ORDER” for up to 10 additional items at a 50% discount. These are non-commissionable purchases, and do not add into any personal or team retail sales volume requirements. All Active Trunk Keepers must redeem all 50% off items by the end of the season.

**POLICY NOTES:**

- A Trunk Keeper may not purchase more than two of any one style.
- All items in your Personal Order are EXCHANGEABLE only.
- All discounted personal use orders must be placed during the selling months (February – June OR August – December).
- Full price direct shipping rates apply to all discounted purchases.
- Personal order cannot be used for the sole purpose of obtaining sold out items.

- Any full price items in your personal orders are non-commission purchases.

### **Downline Commissions**

Trunk Keepers who have enrolled a downline Trunk Keeper, Sr. Trunk Keepers and Team Leaders may earn downline commissions based on their team's CSV provided all requirements are met. Please refer to the compensation guidelines by title for details.

### **5% Sales Bonus Commissions**

Trunk Keepers can earn a 5% bonus on their CSV according to the following table:

#### **In Season 1 & 2**

1<sup>st</sup> Month of Season \$5500

2<sup>nd</sup> Month of Season \$4500

3<sup>rd</sup> Month of Season \$3500

4<sup>th</sup> Month of Season \$2500

5<sup>th</sup> Month of Season \$2500

#### **In Season 3 and Beyond**

1<sup>st</sup> Month of Season \$7500

2<sup>nd</sup> Month of Season \$5500

3<sup>rd</sup> Month of Season \$4500

4<sup>th</sup> Month of Season \$3500

5<sup>th</sup> Month of Season \$3500

### **End of Season Bonuses**

Matilda Jane Clothing strives to reward extraordinary Trunk Keepers. One way in which this is done is through our End of Season Cash Bonus Program. New and Returning Trunk Keepers can earn an End of Season Bonus based on their total season commissionable sales volume as defined below. These bonuses are paid if and only if the Trunk Keeper was active for a minimum of 4 months during the previous selling season AND reaches the CSV outlined below. Note: Returns and Refunds due to sold out items will deduct from your CSV total. End of Season bonuses are paid within 45 days of the official end date of the season.

#### **First Season New Trunk Keepers**

\$50,000 in season CSV - \$500 bonus

\$75,000 in season CSV - \$700 bonus

\$100,000 in season CSV - \$1000 bonus

#### **Returning Trunk Keepers**

\$75,000 in season CSV - \$500 bonus

\$100,000 in season CSV - \$700 bonus

\$150,000 in season CSV - \$1000 bonus

\$200,000 in season CSV - \$1350 bonus

### **Sales Recognition**

Matilda Jane appreciates all team members! But for those of you who strive to be the "Top of the Class", we do recognize you through our monthly Company Call and E-Newsletter. Seasonal awards are presented for top performing Trunk Keepers and Teams at the annual Dress Rehearsal conference in Fort Wayne for the following performances based on CSV:

- Top in personal sales (2<sup>nd</sup> season)
- Top in personal sales New Trunk Keeper (1<sup>st</sup> season)
- Top Team-(as defined by Highest Average CSV)
- 200K Club for all Returning Trunk Keepers
- 150K Club for all Returning Trunk Keepers
- 100K Club for all Returning Trunk Keepers
- 75K Club for all Returning Trunk Keepers
- 50K Club for all Returning Trunk Keepers
- 50K Club for 1<sup>st</sup> Season Trunk Keepers
- 25K Club for 1<sup>st</sup> Season Trunk Keepers

- Personal Shows for all Returning Trunk Keepers
- Personal Shows for New Trunk Keepers
- Steady Eddie Award
- Top Sr. Team Leader
- Top Team Leader
- Top Sr. Trunk Keeper
- Top Trunk Keeper (2<sup>nd</sup> season +)

**Compensation Distribution:**

Any orders received by Matilda Jane Clothing by noon of the last day of the month will be paid on the 15<sup>th</sup> of the following month. Being paid on the 15<sup>th</sup> of the month means all commission checks will be postmarked or transmitted via Automatic Deposit on or before the 15<sup>th</sup>. Receipt of your commission check or Automatic Deposit occurs 2 – 4 days later. If the 15<sup>th</sup> falls on a weekend or holiday, Automatic Deposits and checks will be transmitted or mailed the previous business day. If your MJC account is not current or has a negative balance, suspension of order processing and payments of commissions will be interrupted. Please be responsible in keeping your MJC account current.

**Gift Cards**

Commission is earned upon the redemption of a gift card, but is not earned upon the purchase of a gift card. When returns are processed and the refund amount is placed back onto a gift card your CSV report will show as “0”, although you must take into account the actual value of the return as it will reflect a negative dollar amount onto the actual CSV earned.

Please keep in mind that any exchanged or returned items as well as “sold-outs” affect your Commissionable Sales Volume. If you ever have any questions regarding commissions, please email [chelseakunkel@matildajaneclimbing.com](mailto:chelseakunkel@matildajaneclimbing.com) for assistance.

**Renewal Requirements and Policy**

We require a minimum of \$8000 in commissionable sales plus a minimum of 4 months of active status per season to return the following season. Matilda Jane Clothing does not generate revenue from the sale of Sample Trunks like most Direct Sales Companies. Therefore, it is absolutely imperative that each Trunk Keeper achieves a minimum of \$8000 in CSV and is active at least 4 months by the time the “Returning Trunk Keeper Agreement” is due to ensure acceptance of her new season contract. Your personal team and downline will be lost if for any reason you do not return the following season. A Returning Trunk Keeper Re-Application form must be submitted before the end of the season, acceptance is not guaranteed.

