

Terms and Conditions by **Webmakesite**

Note:- Sales Executive Job terms and conditions please read and take screenshot of this job terms and conditions

Sales Executive – Terms & Conditions by Webmakesite

1. This job is target-based.
2. Your monthly target will be 4 times your salary.
Example: Salary ₹10,000 × 4 = Target ₹40,000
3. Your salary will be credited on or before the 10th of every month.
4. Any bonuses or incentives will be paid on the 11th of every month.
5. If any sales executive receives ₹10,000 from any one client in a day, they will receive a bonus of ₹500. This bonus can be earned daily for each qualifying transaction.
6. If a sales executive fails to achieve even a percentage of their target, their salary may be delayed by one week to ten days from the standard salary date.
7. Regardless of the number of holidays taken, if the monthly target is completed, the salary will be paid in full.
8. Upon achieving the monthly target, a sales executive will receive a bonus of 8% of the target amount.
9. If the sales executive exceeds the target, they will receive an additional 16% incentive on the amount exceeded.
Example: Target ₹40,000, Achieved ₹60,000 → ₹20,000 overachieved
Bonus = 16% of ₹20,000 = ₹3,200
10. It is mandatory to achieve at least 60% of the assigned target based on your salary.
11. All sales executives must verify their salary in the first month of joining.
If a candidate has experience in a different field, they are still required to verify their salary in the first month.

- 12. You will be entitled to 1 full leave and 1 half-day leave per month.**
- 13. The company will provide a SIM card and email ID for official communication and data safety.**
- 14. If you choose not to take a company phone or are not issued one, you must clearly mention the reason in the joining form.**
- 15. During the first month of joining, the company-issued phone must be submitted to the office at the end of the month.**
- 16. Sales executives must submit daily reports of client communications and follow-ups to their reporting manager.**
- 17. A 3-month probation period applies to all new employees. Performance will be monitored, and employment may be terminated if it is not up to expectations.**
- 18. All incentives and bonuses are subject to verification by the finance department.**
- 19. Misconduct, breach of policy, or mishandling of client data may lead to strict disciplinary action or termination.**
- 20. The company holds the right to revise salary, target, or bonus structure based on performance or business requirements.**
- 21. Leave requests must be made at least 3 days in advance. Unapproved or excessive leaves may result in salary deductions.**
- 22. Any disputes regarding salary, performance, or bonus will be resolved by the HR department, whose decision will be final.**
- 23. Company-issued SIM cards, emails, and devices must be used only for official purposes. Misuse will result in appropriate action.**
- 24. Employees are expected to maintain regular attendance and punctuality. Frequent late arrivals may affect salary and incentives.**
- 25. The company reserves the right to reassign teams, roles, or responsibilities as per operational requirements.**
- 26. If any fresher or experienced candidate shows unsatisfactory performance within the first week of joining, the company reserves the right to terminate the employment immediately, and no salary will be paid for that period, as it is considered a performance review week.**
- 27. If an experienced employee joins the company, they must verify their salary every month and maintain strong performance. If they do not verify their salary,**

the company will assess their performance based on lead generation, follow-ups, and active client work, and salary will be paid accordingly based on the results.

Note: Please read all the terms and conditions carefully before accepting the job. The company reserves the right to update or change any policy based on business needs. All updates will apply to both new and existing employees and will be communicated accordingly.
