

From: Sophie_Dunn@allglobe.com

Subject: Guidance on Bonus Approval for the New Sales Promotion

Date: Jan 2, 2018 at 11:37 am

To: controller_staff@apexchem.com

Cc: execs@allglobe.com

Dear Staff,

We are all very excited about the new sales promotion for our new web voicemail feature starting this quarter. Of course, no one is more excited than the small business sales organization as each regional group will get a bonus of 25% of the expected monthly revenue for the sales in the quarter if they sign up 10 customers or more. Given that the first three months of the service are free and that customers can cancel at any time including during the promotion, this will work like a free trial in practice. Still, these are sales and there will be an invoice for each customer who signs up. **DO NOT APPROVE ANY SALES PROMOTION REPORTS IF THERE ARE INVOICE NUMBERS MISSING.** No one else will check the sales promotion reports so it is up to you to check if all the invoice numbers are present. Accounting won't include the revenue in our quarterly reports until the trial period is over and customers are obligated to pay for the service, but the number of sales will be included in our quarterly report so It is still important to get this right.

Best regards,

Sophie

Sophie Dunn
Controller

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