Assignment Agreement

The Merchant Relations Associate (MRA) is contracted with RR&R Collective, LLC dba Digital Personal Concierge Map (PCM) to sell every position on the PCM within a specified time period. We have developed a process to ensure the success of each MRA if these suggestions are followed, which has proven to accomplish the task of completing a hotel assignment with every position sold within the specified time period.

1). Attend the Team Meetings, typically scheduled each Monday at 9:00 until 10:00 am EST.

2). Follow the Steps to Success found in the Associate Resource section of the PCM website.

3). Sign at least 25% of your assignment total each week if working a 30 day assignment, or a minimum of 20% each week if it is a 5 week assignment.

4). Email your insertion orders (IOs) to your Team Leader (TL) and to Ops after each sale. On Friday, include your updated AV Sheet and Sales Report.

5). Email your End of Day Report (EDR) to your TL each business day by 9 pm local market time. (Include - # of appointments that you had that day, total $ written, total $ collected, # of appointments scheduled the following day). An "appointment" is a first time presentation with a Decision Maker, not a follow up appointment.

6). Send your weekly packet so that it arrives at the designated office by noon each Monday with all business from the week, or deposit all checks into our SunTrust Bank account by noon on Monday. Email Posting Worksheet and Deposit Slip to Ops & TL when deposit is made and send originals in your weekly packet.

7). Commission checks will be sent by Friday based on packet contents and sales collected/AR's received the previous week.

8). Hotel accommodations are the MRA's responsibility/expense. Complimentary rooms may be available at the discretion of PCM management if offered by the hotel. Please see Associate Resources for additional details.

10). Review the Associate Resource section the PCM website daily for updates.

Name of Hotel Assignment:_____

GM & POC:_____

Room reservation details:_____Associate Room Rate:_____

Beginning date:_____End date:_____Is this a renewal:_____

Commission rate structure:_____

Assignment value:_____Commission potential:_____

I understand and agree to all of the above and accept this assignment under these guidelines.

_____

signature printed name date