

--- Details of Incentive Commission System ---

6.7% Starting Base Commission (Including .2% for Bags/Supplies)

Detailed Incentive Percentage Values & Objectives to Meet

.2% Presentation of Outlet: Take into account the overall neatness of the store, including clean shelves that are well stocked with bottles dusted, faced forward in neat rows, sale items are neatly displayed, sale and price tags are up to date and displayed on shelves, product is located in correct category on shelf and in proper order, and overstocked bottles are off of the floor and not randomly placed on shelves.

.2% Inventory Control: Value the maintenance of a good balanced inventory to sales ratio in comparison to total sales volume, while ordering and receiving an appropriate amount of sale item stock for during their sale periods. Larger volume outlets will turn inventory more often than smaller volume outlets and will carry an appropriate number of listed items in comparison to their sales volume.

.15% Audits: Appraise the simplicity or difficulty and outcome of Supervisor's audits; also regard the number of stock overages or shortages and the safeguarding and proper storage of inventory.

.15% Record Keeping: Consider appropriate submittal of credit card slips, filing of licensee invoices, deposit bottle slips, transfers, O/S/D's and shipping reports, proper issuance of rain-checks and adjustment of negative inventories, completion of code changes and recording O/S/D Reports as incidents occur. Also, accuracy of work performed and agent's compliance with memos, bulletins and polling messages.

.15% Timeliness: Assess timeliness of EFT deposits, submitting proof of bonding, performing monthly inventory counts, entering stock adjustments, daily registering of empty bottle pickups, receipts and transfers, along with promptness of reporting shoplifting, robbery, burglary, vandalism or fire.

.1% Warehouse Deliveries: Take into consideration if orders are being sent to the warehouse on time, the outlet's readiness of receiving stock, having adequate help available, unloading promptly, accuracy in checking orders and maintaining uniform ordering patterns.

.1% Customer Service & Cooperation: Regard having available a dedicated liquor outlet manager and employees that are neat in appearance and knowledgeable of product and agency operations. Review the outlet's ease of servicing licensees and their collaboration with other agents, liquor representatives, enforcement personnel and DLC's accounting and support staff.

.1% Shelving: Allowing for an adequate amount of linear feet of shelving devoted to liquor alone that is governed by total sales volume. Additionally, the upkeep of liquor shelving, which includes their newness and any improvements or enhancements that were or should be made.

.1% Sale Displays: Reserve sale areas devoted to current sale promotions with dedicated space on floor or shelves (or both), which is determined by total sale volumes. The higher the volume, the more floor and shelf space is required for displays.

.1% Lighting: Present bright retail lighting with all bulbs installed and all fixtures clean, lit and working properly.

.1% Flooring: Care in maintaining a fitting retail floor that is swept, mopped, waxed or vacuumed on a routine basis.

.05% Liquor Compliance Checks: Outcome of liquor compliance checks conducted by DLC.

1.5% Total Possible Incentive Percent to Meet

6.7% Plus Base Commission

8.2% Total Possible Commission (Including .2% for Bags/Supplies)