2133 King Avenue West  Billings, Montana 59102
1.888.873.1607  www.billingsford.com

Locally owned since 1945

Archie Cochrane Motors, Inc.

Employment Package

Mission Statement:
We as leaders, both in our community and workplace, are committed to providing an exceptional experience for our customers, while being encouraged and empowered to reach our potential.

Vision Statement:
Archie Cochrane Motors will set the highest possible standard of customer service, while living our values and striving to reach our fullest potential.
Position Title: Professional Internet Sales Position.

Our online sources have grown to the point where we need two candidates to help us! Our Internet Sales Positions have the best of both worlds at Archie Cochrane Ford. Archie Cochrane Ford will provide you with leads for customers that appear ready to purchase a vehicle.

Your skill sets will be put to use with online customers, and you will also take phone calls and talk to people face-to-face on the dealership lot. Being able to work with customers from all of these angles will allow you to earn extra income and become more successful than the car sales function typically provides. Our company will provide you with all the necessary tools to become successful. We want our salespeople to become the professionals they can be, so we provide the opportunities and tools needed. We want to provide the right people the job security where they can embark on a career and enjoy their jobs.

Position Summary: This position will be responsible for the above-mentioned customers by securing customer visits to the dealership for a test drive or selling the vehicles to the customers and setting up deliveries. In addition it is expected that this position will provide follow up with customers for potential future sales. Archie Cochrane Ford expects that you take Customer Service to the “next level” in order to set Archie Cochrane Ford apart from other dealerships in the region. Successful candidates are Internet savvy, strategic thinkers and organized professionals.

Skills and Requirements:

- Advanced technology/computer skills are required.

- A high level of organization is necessary in order to monitor all sales leads and maintain detailed customer files.

- Very strong sales skills are required including enthusiasm for the vehicles he or she is selling and being very knowledgeable of the product details that interest the customer.

- Excellent communications skills and being a “team player” are essential i.e. the successful candidate will forge and maintain a positive relationship with his/her peers.

- Easily adapts to change and be willing to go “above and beyond” in customer service to secure the sale

- Good writing skills are essential as well as knowing how to communicate in a professional manner.

- Enthusiasm with an ambitious, positive, “can-do” attitude

- A high work ethic that adheres to professional conduct, high integrity, and dedication to personal growth

- Self-motivated, goal oriented and the ability to work within a fast paced environment

- Valid driver’s license

- Safe driving record

- Must consent to and pass a Drug/Background Screen
Tools provided by Archie Cochrane Ford:

-Computer Software

-CRM-Customer Relationship Management System

-Ford Training

Benefits:

-Fast Paced Work Environment
-Paid Training and Development
-Career Growth Opportunity
-Medical Coverage
-Paid Vacation
-401K
New Salesman Packet

Name: ____________________________

Pre-Hire:
To be completed by the Team Leader/Sales Manager except as noted.
☐ Completed Employment Application
☐ Copy of Driver’s License
☐ Copy of Social Security Card
☐ Background Check (Admin)
☐ Copy of Driving Record (out of state)
☐ Myers-Briggs(www.humanmetrics.com/cgi-win/jtypes2)
☐ Disc Test
☐ Aptitude Test
☐ Review ACM Salesperson expectations
☐ Review ACM Salesperson compensation plan (both)
☐ Review employee benefits package (insurance, 401K, D-Plan, Christmas Club)
☐ Scheduled interview time, be professional and organized:
  W Th Fr  Time: 1:00 to 4:00
  Interviewers? ___________________________________________________________________

Post-Hire:
1. Team Leader/Sales Manager:
  ☐ Employee Parking
  ☐ Location of Service, Body, Parts, Administration, Quicklane and washbay.
  ☐ Office Assignment
  ☐ Location of copier, forms, necessary paperwork to complete a car deal.
  ☐ Hours of Operation.
  ☐ Lot etiquette
  ☐ Sales teams, team work schedules, work routine.
  ☐ Daily exit interviews.
  ☐ Voice mail setup.
☐ FMC Dealer;www.fmcdealer.dealerconnection.com
  User ID: _______________________
  Password: _____________________
□ STARS ID:
  User ID: __________________________
  Password: __________________________
□ STARS Certified salesperson course list.
□ Salesperson cell phone list (does receptionist have their number?)
□ Store phone extension list.
□ ACM Mission and Vision Statement.
□ Our 10 step sales process.
□ Demonstration route.
□ Compliance tests (Mosaic)
□ Weekly spiffs, conference room sales board, fixed ops. spiff
□ Weekly training schedule.

2. BDM/Marketing:
□ ACM website and navigation.
□ VinSolutions:
  User ID: __________________________
  Password: __________________________
  • How do they enter a customer?
  • How do they enter a trade?
  • How do create a deal?
  • How do they revise and save information?
  • Rule of 3 (compliance)
  • How to print deal documents, credit apps.
  • Proper storage of customer information.

3. New Vehicle Manager:
□ Proper New Vehicle delivery.
□ CVP scores and their importance.
□ Online delivery forms
□ SmartVincent
□ Rebates
□ Price Strategy

4. Used Vehicle Manager:
□ Proper trade evaluation.
□ The importance of a proper trade evaluation.
□ How to tag trade keys
□ Where to park trade in
□ Where to take trade keys once deal is complete
5. Finance Director:

☐ Proper turn to finance, and why.
☐ Paperwork associated with the car deal.
☐ Importance of captive finance.
☐ Importance of finance products.
☐ What are our products are.

6. Administration:

☐ Long Distance Code ______
☐ Employee number ______
☐ Lock box key
☐ Demo plate key
☐ Employee handbook
☐ 8300 training

7. Hire our people on:

C = Character
A = Attitude
S = Skills
H = Habits
Salesperson Pay Plan: Non-Commissioned

We will pay a salary based on the following sales production:

<table>
<thead>
<tr>
<th>Units</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 7.5 units</td>
<td>$2500.00</td>
</tr>
<tr>
<td>8-8.5 units</td>
<td>$3500.00</td>
</tr>
<tr>
<td>9-9.5 units</td>
<td>$3950.00</td>
</tr>
<tr>
<td>10-10.5 units</td>
<td>$4500.00</td>
</tr>
<tr>
<td>11-11.5 units</td>
<td>$4950.00</td>
</tr>
<tr>
<td>12-12.5 units</td>
<td>$5500.00</td>
</tr>
<tr>
<td>13-13.5 units</td>
<td>$6000.00</td>
</tr>
<tr>
<td>14-14.5 units</td>
<td>$6500.00</td>
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<td>15-15.5 units</td>
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<tr>
<td>16-16.5 units</td>
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<tr>
<td>17-17.5 units</td>
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<tr>
<td>18-18.5 units</td>
<td>$8500.00</td>
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<tr>
<td>19-19.5 units</td>
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<td>20-20.5 units</td>
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<td>21-21.5 units</td>
<td>$11,100.00</td>
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<tr>
<td>22-22.5 units</td>
<td>$11,700.00</td>
</tr>
<tr>
<td>23-23.5 units</td>
<td>$12,300.00</td>
</tr>
<tr>
<td>24-24.5 units</td>
<td>$12,900.00</td>
</tr>
<tr>
<td>25+</td>
<td>$14,000.00</td>
</tr>
</tbody>
</table>

Salesperson will be eligible for the following:
- Write-up spiffs
- Finance Spiffs
- FMC spin to wins (upon completing certification)
- CVP bonuses

Salesperson will not be eligible for the following:
- Any new or used minimum commissions.
- Additional sales incentives

Salary will be paid bi-monthly:
1st of the month, $1000.00
15th of the month, remaining balance of your salary earned from previous month

Vacation pay will be paid for the pay period the vacation is taken after being earned. Vacation pay will be figured on your annualized pay for the year earned.
- One week after the first year of continuous employment
- Two weeks after the second year of continuous employment

Sales Consultant

Sales Manager

4/2016
SALESPERSON PAY PLAN -Commissioned

We will pay commissions based on a percent of the commissionable gross on each New and/or Used Vehicle sold retail based on the following:

- 25% Commission paid on the sales of 1-9.5 units
- 30% Commission paid on the sales of 10-14.5 units retro
- 35% Commission paid on the sales of 15+ Units retro
- $1000 bonus paid at 20+ Units

If the monthly front gross is $25,000 or more, the salesperson will be bumped to the next commission percentage level even if the units don’t reflect the higher percent. Max 35%.

Minimum commission schedule:  
New Vehicles & M Cars  
1 unit $200.00  
2 units $300.00 retro  
3+ units $400.00 retro  

Used Vehicles –  $200.00 mini

We will pay a guarantee of $1500.00 per month. This guarantee is a salary against commission: $750.00 is paid on the 15th and $750.00 is paid on the 30th of each month. Commissions are paid on the 15th of the following month in which they are earned.

A Christmas Bonus will be paid to a salesperson who is employed at the end of the year. $10.00 will be withheld from each commission paid and placed in a reserve account. On or about December 20th, the company will pay you the balance in your reserve account plus an additional $5.00 per unit.

Vacation Pay will be paid for the pay period the vacation is taken after being earned. Vacation Pay will be figured on your annualized pay the year earned.

- One week after the first year of continuous employment.
- Two weeks after the second year of continuous employment.

Spiffs and bonuses may be paid to stimulate sales in specific areas to increase areas of opportunity.

New Vehicle allowance:
If your 90 day average is:
- 10 units = $100.00 car allowance
- 12 units = $200.00 car allowance
- 15 units = $350.00 car allowance
- 20 units = $500.00 car allowance

To be paid by check at the end of each month that you qualify.

Quarterly Dinners:
At the end of each calendar quarter, anyone with a 90 day average of 12 units and above qualifies to attend a dinner with their wife, husband, or significant other. We will go to the place of choice with sales managers, business managers, GM, and GSM.

X  
Salesperson

X  
Manager

Date:  
9.2014
Additional benefits:

1. CVP bonuses – ACM will pay a bonus of $25.00 per perfect CVP survey to the sales consultant who sold the vehicle, provided the store hits the Top 10% of our group.
2. Health Insurance – ACM currently contributes $292.50 towards the total premium of your health insurance if you choose to insure through our provider.
3. 401K – Employees are eligible after one year, see attachment.
4. On occasion Ford Motor Co. does offer additional dollar benefits for selling certain vehicles of their choosing. These incentives vary from $50.00 to $1000.00 per vehicle sold. Certain criteria must be met.
5. On most weekends, ACM offers additional cash spiffs to motivate sales consultants and stimulate vehicle sales.

Salesperson’s averages for 2015:

1. 9.06 average sales per month.
2. $54,681.00 average yearly income.
Archie Cochrane Motors, Inc. is pleased to offer you the 401(k) Profit Sharing Plan

The Plan is a valuable benefit program offered to you as an employee of Archie Cochrane Motors, Inc. It can help you put money aside for a financially secure retirement. Through the Plan, you can save for retirement now so that you can have the income you'll need after you stop working.

Plan Highlights
Who can participate? Participation is open to employees who have met the following requirements:
- Attained age 21
- Completed 1 year of service, as defined by the plan.

When may I join? Eligible employees may join the plan on January 1 or July 1.

How do I contribute to the plan? Through a payroll deduction, you can make elective deferrals up to the maximum allowed by law. The dollar limit is $18,000 for 2015.

How does Archie Cochrane Motors, Inc. contribute to the plan? The plan also provides for Archie Cochrane Motors, Inc. to make contributions.
- Archie Cochrane Motors, Inc. will make matching contributions equal to 50% of your elective deferrals, up to 4% of compensation. The matching contribution will be made to your account each payroll period.
- Archie Cochrane Motors, Inc. may also make profit-sharing contributions at its discretion which will be allocated among all eligible employees, whether or not they make contributions. The employer profit-sharing contributions benefit only those eligible employees who are actively employed on the last day of the Plan year and worked 1000 hours during the Plan year.

There are tax benefits as well. Your qualified pre-tax contributions, employer contributions and all earnings on your account are not subject to current federal income tax (or, where applicable, state or local taxes) until you take them out of the Plan. This tax deferral gives your retirement savings the opportunity to grow under favorable terms.

Joining the Plan is one of the most important decisions you'll make. We hope you take full advantage of what the 401(k) Profit Sharing Plan has to offer.
<table>
<thead>
<tr>
<th>ACM</th>
<th>Employee Pays (per month)</th>
<th>Single EMP</th>
<th>Family EMP/Chil(child)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$376.50</td>
<td>$416.00</td>
<td>$832.00</td>
<td>$991.00</td>
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<tr>
<td>$398.50</td>
<td>$439.00</td>
<td>$878.00</td>
<td>$991.00</td>
</tr>
<tr>
<td>$420.50</td>
<td>$460.00</td>
<td>$924.00</td>
<td>$991.00</td>
</tr>
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</table>

High Deductible (HDHP $2700)

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</thead>
<tbody>
<tr>
<td>$6000</td>
<td>$627.50</td>
<td>$1,022.50</td>
<td>$991.00</td>
</tr>
<tr>
<td>$6000</td>
<td>$627.50</td>
<td>$1,022.50</td>
<td>$991.00</td>
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</tr>
</tbody>
</table>

Traditional 60/40 ($35 co-pay, $2500 deductible)

ACM contributes $292.50 towards the total premium

Rates Effective 7/1/16