

Sales Quoting Policy

Guidelines for Preparing and Issuing Sales Quotes

Purpose

This policy outlines the procedures and standards for preparing, issuing, and approving sales quotes to ensure consistency, accuracy, and compliance with Medthera sales objectives.

Scope

This policy applies to all sales team members and authorized personnel involved in creating and distributing sales quotes to customers and prospects.

Policy Guidelines

- 1. Base Price:** List price per unit is \$9,995 (exclusive of tax, shipping, and installation unless explicitly stated in the quote).
- 2. Quote Preparation:** All sales quotes must be prepared using the company's approved template, ensuring all required fields are completed accurately, including customer information, product or service details, pricing, terms, and validity period.
- 3. Pricing and Discounts:** Sales personnel must adhere to the current pricing structure. Any discounts outside of standard allowances or quotes involving non-standard terms must be reviewed and approved by the Sales Director.
- 4. Special Pricing and Exceptions:** VA, Government and/or National entities might qualify for distinct contract pricing which should be processed through Medthera.
- 5. Documentation:** All quotes must be documented and stored in the company's sales management system for tracking and audit purposes.
- 6. Quote Validity:** Each sales quote must clearly state the expiration date, typically not exceeding 30 days from the issuance date, unless otherwise specified and approved.
- 7. Communication:** Quotes should be communicated to customers in writing, either via email or through the company's official quoting platform.
- 8. Amendments:** Any changes to an issued quote must be documented, communicated to the customer, and re-approved if necessary.

Facility Pricing

| Tier | # of Units | Discount | Unit Price |
|------|------------|----------|------------|
| I | 1-3 | 0% | \$9,995 |
| II | 4-6 | 5% | \$9,495 |
| III | 7-9 | 10% | \$8,995 |
| IV | 10+ | 20% | \$7,996 |

Compliance

Failure to adhere to this policy may result in the invalidation of unauthorized quotes. All sales reps are expected to familiarize themselves with and follow these guidelines.

Review and Updates

This policy will be reviewed annually or as needed to ensure its effectiveness and relevance to business operations.

| Medthera, Inc. | | Representative Name | |
|----------------|-------|---------------------|-------|
| By | | By | |
| Title | | Title | |
| Date | / /20 | Date | / /20 |