	RESOURCE LIBRARY SALES AND MARKETING Sales Incentive Scheme	<i>CODE:</i> 06.02.015
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Purpose:-目的

To motivate the Sales staff to put more efforts for maximizing hotel revenue.
激励销售人员,促使酒店利润最大化。

Policy: 政策

Target 目标

1. Monthly complex target (room/banquet) will be setup for sales team based on forecast and budget. Revenue Manager will prepare a forecast on revenue on or before 25th of each month. DOSM, FC and GM will decide the monthly target for next monthly based on the forecast taking into consideration the budgeted revenue. Monthly target should be based on the agreed budget or forecast, whichever is higher.
根据预测和预算确定销售团队的月度目标（客房/宴会）。收益经理在每月25日之前制定收入预测。市场销售总监，财务总监和总经理将根据预测并结合预算收入制定下一月度目标。月度目标以预测或预算中高的数值为准。
2. Team target (room/banquet) will be allocated to each individual sales person based on the production of the client/market in same period of previous year. DOSM will prepare the individual target sheet and submit to FC/ GM for final approval on or before 27th of each month.
根据往年和目前的客户及市场情况，将团队目标(客房/宴会)分配给每个销售人员。市场销售总监将于每月27号之前向财务总监及总经理提交次月销售人员个人目标表。

Incentive for Sales Person 销售人员奖金

See Attachment

Note : The accumulated incentive for an individual sales person shall not exceed 2 times of his/her monthly salary.
销售人员的累积奖金不能超过个人月度工资的2倍。


Incentive for DOSM/DOS/DOC 市场销售总监/销售总监/宴会销售总监奖金

See Attachment.

Note : The incentive shall not exceed 1.5 times of the monthly salary of DOSM/DOS/DOC
市场销售总监/销售总监/宴会销售总监的奖金不能超过月度工资的1.5倍。

Incentive for Sales supporting team 协助销售人员奖金

If the monthly team target is achieved, the sales supporting personnel (secretary, coordinator and other sales support members) will be rewarded a fixed incentive of RMB300.

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完成月度团队目标，协助销售人员（包括秘书、协调员和其他协助销售人员）将获得固定奖金300元。

Deduction of Incentive 扣除奖金

The individual sales incentive will be subject to deduction(s) according to the performance evaluation by the Director of Sales & Marketing.

根据市场销售总监的业绩评估，将优先执行扣除奖金，再执行奖励政策

Procedures程序

1. Revenue Manager will summarize the result of sales performance monthly and submit to DOSM. After review, DOSM will submit to FC and GM for approval on or before 10th of each month.
收益经理提交销售业绩并于每月10号以前提交市场销售总监，经市场销售总监核查后交由财务总监和总经理审批。
2. The incentive will be paid together with the salary of the following month if all payments are properly settled. Otherwise, the incentive of the related sales executive will be temporary held up until the outstanding balanced is cleared.
如所有相关账目到账，奖金将随次月工资一起发放。否则相关销售人员之奖金将暂时保留至所有款项到账后发放。
3. The income tax incurred will be borne by the employee.
奖金产生的个人所得税由员工个人承担。

The policy may be suspended or terminated subject to hotel management's decision.

此政策待定并可能根据管理层决定随时进行变动。