

**ServiceFirst Restoration Inc.**

27071 Cabot Rd, Suite 105  
Laguna Hills CA 92653  
P/F: 855-883-4778



RE: OFFER LETTER

7.29.22

Dear Anthony,

ServiceFirst Restoration, Inc. is pleased to offer you the position of Outside Sales Representative, AKA “Sales Super Star” with a primary function of driving in new profitable business to the Company through strategic referral partner relationships. Based upon our conversations and your abilities, we think you are the right person for this job.

This includes but is not limited to the following:

We need someone who is scrappy with the drive to succeed, motivation to influence, money motivated and works well in a team wanting others to be satisfied. We need someone who can balance out the need to “get the job done” without alienating existing staff, personnel, or clients. Additionally, this person MUST quickly obtain a working knowledge of what is important to ServiceFirst and our clients and how “we do things” as we are different than other companies. This role requires a sense of urgency in getting things done at all levels.

Anthony, we have discussed that I need strong and driven sales team members. As such, I need you to have the ability to “work on your own” and drive your own sales, but with my direct support, coaching and leadership. I do not want to and I WILL NOT “micro-manage” you.

**At ServiceFirst, our main function is to be profitable, using EXTRAORDINARY Customer Service. We call this “5-Star Service”. We want to be the industry leader in Orange County (and beyond).**

You will need to learn and adapt to our technology, system and high-level customer demands as quickly as possible. As we discussed, we are NOT the “typical” restoration contractor. We work to be the BEST Restoration Contractor!

As we discussed, you will be directly or indirectly responsible for the following:

- Growing Sales! Growing Sales! Growing Sales!
- Identify, build and maintain profitable relationships
- Working with administrative and field team to ensure delivery of 5-star service for customers and referral partners
- Meeting with and keeping the ownership informed and up to date on a weekly OR as needed basis.
- Additional duties as described in your job description OR as delegated by myself.

Having said all the above, I hope that we are on the same page about our expectations for you. They are HIGH. Therefore:

ServiceFirst is pleased to offer you the position of Outside Sales Representative. As we have discussed, this is a challenging position. Based upon your background & our conversation(s), I think you are the right person for this job.

Compensation & Benefits:

- Base Salary of \$62,400 per year salary

- Commission Plan based on top line revenue
  - 12% of EMS jobs (water, mold and fire jobs)
  - 7% on construction jobs
  - Commission paid on amount above and beyond year to date paid salary (example... if you have been paid \$12,500 in year to date salary and you have earned a total commissions of \$25,000, then you would receive a commission payout of \$12,500)
  - You do not need to worry about this now... but if you are provided house accounts/clients ServiceFirst Restoration has worked with recently (last 6-12mo+), commissions are paid on top line revenue above recent actual sales revenue for those accounts and this will be determined on a case by case basis
- Company Card & Expense Account up to \$4,000 per month, depending on usage it can be more or less if the money is being or not being spent wisely for a good return on investment
- Health & Dental Benefits – per Company policy
- 401k with up to 4% match – per company policy
- \$500 Vehicle allowance or mileage, your choice
- Company cell phone and laptop provided

Importantly, employment at ServiceFirst Restoration, Inc. is on an “At-Will” basis and if you do not perform you will be terminated. This offer is contingent upon successful completion of a background check, DMV check, acknowledging and signing this letter and acknowledging and signing certain agreements, including our Employee Handbook, Confidentiality and Non-disclosure Agreement, and an Employment Agreement. All such hiring and testing will be conducted in accordance with applicable federal, state, and local laws. Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, you will be required to complete the I-9 form upon hire. Within three business days of beginning employment, you will need to supply acceptable documentation (as noted on the I-9 form) of your identity and work authorization. For your convenience, we have enclosed a copy of the I-9 form and List of Acceptable Documents for your review.

Lastly, if you have any questions concerning the above details, please call me immediately. If you accept this position, please sign below and return to my attention. Once your signed letter is received you will be contacted to arrange for a meeting to further discuss hiring. We look forward to meeting with you again and your anticipated employment with this company.

Sincerely,



Christian Rovsek  
CEO

**I accept the terms and conditions of employment as set forth above and understand that I am not relying on any prior statements or representations not contained within this letter.**

#### ACKNOWLEDGEMENT

Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_