

# **American Broadband & Telecommunications**

## Affiliate Operating Policies and Procedures Manual

Amended 9.30.08

American Broadband & Telecommunications hereby amends the Affiliate Operating Policies and Procedures Manual effective September 30, 2008.

Please note the following changes that will replace the former version of the Manual.

#### VI. MARKETING PLAN – NETWORK CAPACITY & PLANNING AND ACTIVE AGENT STATUS

Agents are required to submit EACH QUARTER a detailed marketing plan that details and projects the number of new customer lines and contract renewal lines and to continue to receive commissions must maintain a minimum number of lines sales.

a) Agents are required, within the marketing plan, to detail high capacity (DS-1, DS-3, OC-X) circuits estimated for installation for the following quarter. This will assist American Broadband & Telecommunications in network capacity planning and MDF calculations, where applicable.

b) Agents are required, within the marketing plan, to detail circuits (DS-0, UNE Loops) required for installation for the following quarter. This will assist American Broadband & Telecommunications in network capacity planning and MDF calculations, where applicable.

c) Agents are required to include within the marketing plan Customer Premise Equipment (CPE) requirement forecasts as it relates to circuits and broadband transmission equipment and port requirements.

d) In order to remain Active, and to receive commissions “Affiliate Revenue Participation” with American Broadband & Telecommunications a minimum of five (5) new subscriber lines or access line equivalents must be submitted for provisioning every 90 days.