413: New Business Log

400: Accounting · https://milo.masseyservices.com/docs/413-new-business-log/

Section: Accounting

Subject: New Business Log

Approved by: Marlene Kolesky

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Policy Owner:

Policy

INSTRUCTIONS FOR NEW BUSINESS LOG

To be used to track all new Pest Control and Lawn Contracts. Should be done by the Inspector weekly. These figures should then be used to pay commissions on Pest Control Sales and Starts.

Instructions on how to complete:

Type of Service	Enter PC, LAWN, OJ, etc.
Initial Charge	Amount collected at time of sale
Monthly Charge	Amount to be charged each month
Annual Charge	Total amount of contract
Excess Initial	Amount of Initial Charge over monthly
Service Day	Day assigned by supervisor or manager as day of service; 1st mon., 1st Tue., etc.
Route No.	Assigned route
Date Sold	Date contract is sold
Date Started	Date contract is started

*Since commission is paid only on those contracts started, at the end of the month, all contracts that have not been started should be brought forward to the next week's report.

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