416: Termite Commissions Worksheets

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Section: Accounting
Subject: Termite Commissions Worksheets
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Policy

INSTRUCTIONS FOR TERMITE COMMISSIONS WORKSHEET

To be used to track termite commission payments for the current month. Instructions on how to complete:

Date sold - Date contract and down payment given to salesperson

Service Order number - Number on service order

Type - Sub, fume, PR, CL, etc.

C/F - Cash/Finance

Amount - Total amount of job and all misc. charges

Down payment - Should be 1/3 of the total amount (Note: This should be collected on all contracts - cash or finance)

Date completed - Date job was completed

Payment - Any payment made on the account during the month

Commission - Total payments made for a month. This figure is then entered on the payroll commission sheet and paid at the appropriate percent of termite commission.

Note: At the beginning of each month, all accounts that have not been paid in full, should be brought forward.

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