

Policies & Procedures

P & P No.: 1106
Section: Sales
Subject: Commercial Sales & Commissions
Approved By: David S. Armstrong
Effective Date: April 1, 1990
Last Reviewed Date:
Policy Owner:

Due to the large dollar value of commercial contracts and the Company's obligation to honor its contractual commitments, the following policy will apply on all commercial sales:

1. All contracts in excess of \$10,000 will require the prior approval of the Administrative Director of Operations and/or the President.
2. Commissions paid to sales personnel on pest control contracts in excess of \$10,000 will be paid on a quarterly basis during the first year of the contract.

Example: \$12,000 sales started in January

\$3,000 X 5% = \$150 reflected in Sales Commission Report for January

\$3,000 X 5% = \$150 reflected in Sales Commission Report for March

\$3,000 X 5% = \$150 reflected in Sales Commission Report for June

\$3,000 X 5% = \$150 reflected in Sales Commission Report for September.