

SALES COMMISSION POLICY

[COMPANY NAME] pays commissions based on sales procured. The rates of commission, as well as the required [PROFIT MARGINS], will be given to each new sales employee at the time of hire. The company reserves the right to change commission rates and or profit margin requirements as needed to protect the financial integrity of the company.

[COMPANY NAME] will make every effort to pay commission on a monthly basis only, and only on final sales. In no event will [COMPANY NAME] pay commissions later than one week from the date when the money is received for the sale. [COMPANY NAME] may provide a draw paycheck on the [DAY]th day of the month. This draw is an advance against all commissions earned, and will be deducted from the commission paycheck which will be issued on the [DAY] of the following month. If an employee's draw exceeds his commission in any given month, the shortage will be carried forward, and deducted from the next available commission check.

Commissions will be considered final after [NUMBER] days. If you have a question, problem or disagreement with the amount of commission paid on a sale please submit to the company in writing, the details within [NUMBER] days of the date the sale was finalized.

Thank you for your cooperation.

Authorized signatory

Name & Designation