

# Commission Payout Form

**Salesman's Name:** \_\_\_\_\_

First Cleaning Date: \_\_\_\_\_

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Best day/time to Clean (notes): \_\_\_\_\_

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Contact Name: \_\_\_\_\_

Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

System Notes (beer pumps, FOB's, length of draw, number of taps/products:

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Cleaning Frequency: 2 / 4 / 6 / 8 / \_\_\_\_

Average Cleaning Cost: \$ \_\_\_\_\_

Expected Average Profit/Cleaning: \$ \_\_\_\_\_

Payout Total: \$ \_\_\_\_\_

Make Sure the Following is complete...

1. All information is in QB.
  - a. Address is correct
  - b. Email is entered
  - c. Estimate is complete
2. Calendar is updated
  - a. Event Name and Address are correct
  - b. Reminder notification is set
  - c. Repeat is set (2,4,6, or 8 week rotation)