**POLICY FOR COMMISSION ON SALES**

[YOUR COMPANY NAME], pays commission based on sales procured every month. The rate of commission, as well as the required [PROFIT MARGINS], will be set out for each new sales employee when they begin being an agent for our business. [YOUR COMPANY NAME] reserves the right to change both commission rates and profit margin as needed to protect our financial integrity.

[YOUR COMPANY NAME], will make every effort to pay commission on sales every month, and only on final sales. [YOUR COMPANY NAME] commits to paying commissions no later than one week from the date when the money has cleared into our bank account.

PLEASE NOTE COMMISSIONS WILL BE CONSIDERED FINAL AFTER [NUMBER DAYS] If you have a concern, question, or disagreement with the amount of commission paid on a sale, you can submit a request for a review. The form is to be submitted in writing within [NUMBER] days of the date the sale was finalized and commission allocated.