

## ANNUAL CLAIM COMMISSION FORM

To

Director / Manager (Finance and Accounts)  
Pushpa Gujral Science City  
Kapurthala

**Subject: Claim of Commission due to number of visitors more than 1000 and 10000 for the financial year \_\_\_\_\_.**

Dear Sir,

Kindly find bellow the due claim for the commission for the year \_\_\_\_ - \_\_\_\_\_:

**1. Claim of commission due to number of visitors more than 1000 visitors**

|   |  |
|---|--|
| Total Number of visitors:   |  |
| Earning upto 1000 <sup>th</sup> visitor:  |  |
| Total Earning:  |  |
| Earning due to visitors above than 1000 visitors: (Total Earning – Earning upto 1000 <sup>th</sup> visitor) |  |
| <b>Commission @ 2.5% due (2.5 * Earning due to visitors above than 1000 visitors):</b>                      |  |
|   |  |

**2. Claim of commission due to number of visitors more than 10000 visitors**

|   |  |
|---|--|
| Total Number of visitors:   |  |
| Earning upto 10000 <sup>th</sup> visitor:   |  |
| Total Earning:  |  |
| Earning due to visitors above than 10000 visitors: (Total Earning – Earning upto 10000 <sup>th</sup> visitor) |  |
| <b>Commission @ 2.5% due (2.5 * Earning due to visitors above than 10000 visitors):</b>                       |  |
|   |  |

**Total Commission due:**

Please, reimburse the above claim as soon as possible.

Yours sincerely

Company seal / stamp