

QUARTERLY COMMISSION CLAIM FORM

To

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

Subject: Quarterly Claim of Commission.

Dear Sir,

Kindly find bellow the due claim for the commission for the period ____ - _____:

Date	Package-I			Deluxe Package-I Package-I + Boating			Package-II			Deluxe Package-II Package-II + Boating			Any other Combo*		
	Adult	Student / Children	Family	Adult	Student / Children	Family	Adult	Student / Children	Family	Adult	Student / Children	Family	Rate	Visitors	Remarks
Rates	`190	`150	`600	`210	`165	`670	`260	`200	`800	`275	`215	`870			
Total Visitors															
Earning															
Total Earning															
Commission @ 10%															
* With the permission of Pushpa Gujral Science City															

Please, reimburse the above claim as soon as possible.

Yours sincerely

Company seal / stamp

Note:

Claim form to be submitted by the end of quarter as follows:

1st Quarter April – June: Submit by July 7

2nd Quarter July – September: Submit by October 7

3rd Quarter October – December: Submit by January 7

4th Quarter January – March: Submit by April 7

This claim form to be submitted as bill on your letterhead to Director, Pushpa Gujral Science City, Kapurthala.