

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 50000 for the financial year _____.

Dear Sir,

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

Total No. of Visitors :
Total Revenue Earned :
Commission Paid @ 10% :

	Earning	Commission Rate	Commission
Up to 1000 Visitors		10%	Paid
1001 to 5000 tourists		@2.5% (12.5% - 10%)	
5001 to 10000 tourists		@2.5% (15% - 12.5%)	
10001 to 20000 tourists		@2.5% (17.5% - 15%)	
20001 to 30000 tourists		@2.5% (20% - 17.5%)	
30001 to 50000 tourists		@2.5% (22.5% - 20%)	
Above 50000 tourists		@2.5% (25% - 12.5%)	
Total Commission Due			

Please, reimburse the above claim as soon as possible.

Yours sincerely

Company seal / stamp