

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 _____ - _____:

(Amount in Rs.)

Date	Package			Package + Boating			Any other Combo*		
	Adult	Student / Children	Family	Adult	Student / Children	Family	Rate	Visitors	Remarks
Rates	240	150	700	260	165	770			
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.