

Catering Commission Claim Form

Purpose & Parameters

This form is to be completed by Store Managers or Assistant Managers to request commission credit for eligible catering orders. All fields must be completed, and supporting documentation must be attached.

Commission Eligibility: Catering commissions are paid at **5% of pre-tax** catering sales only. ezCater orders are not eligible for commission. Only catering orders that are directly recruited by the claimant are eligible. Claimant must show proof that the catering order was secured through proactive effort. Commission Claims must be received within 5 days of the order date. Any discounts offered to the customer must be pre-approved by upper management.

*Management reserves the right to approve, deny, or adjust commission based on eligibility, employee involvement, and documentation.

Employee Information

- **Employee Name:**
- **Job Title:** Store Manager Assistant Manager
- **Store #:**

Catering Order Details

- **Customer / Company Name:**
- **Customer Phone #**
- **Customer Email:**
- **Order Date:**
- **Event/Occasion (if applicable):**
- **Discount Offered (if applicable):**
- **Total Catering Sales Amount (Pre-Tax Only): \$**
- **Description of Order (Example: 5 Sandwich Platters):**

Employee Involvement

- How was the order secured?
- Provide an explanation of the effort put forth into securing, managing, and executing the order?

**Attach proof (emails, call log, in person visit documentation)*

Commission Calculation (5% Pre-Tax)

- **Eligible Pre-Tax Sales Amount:** \$
- **Commission Rate:** 5%
- **Calculated Commission Amount:** \$

Note: Commission is calculated on pre-tax catering sales only. Taxes, delivery fees, and gratuities are excluded.

Supporting Documentation

Please attach applicable documentation:

- Catering invoice and/or receipt (**REQUIRED**)
- Customer email or written confirmation
- Proposal, contract, or order summary
- Call logs, in person visit documentation, etc.
- Other, please explain:

Employee Certification

I certify that the information provided is accurate and that this catering order meets company requirements for commission eligibility. I understand that commission is calculated at **5% of pre-tax catering sales only**. Finally, I understand that falsely claimed commissions can result in a written warning, bonus deduction, or termination.

- **Employee Signature:**
- **Date:**

Approval Section (Upper Management Use Only)

- **Reviewed By:**
- **Approved Pre-Tax Sales Amount:** \$
- **Approved Commission Amount:** \$
- **Approval Signature:**
- **Date:**
- **Notes:**