**Sales Commission Tracking Form**

Calculate commissions earned based on sales activities.

| **Field** | **Details to Fill** |
| --- | --- |
| Sales Representative Name |  |
| Sales Period |  |
| Date |  |
| Commission Rate (%) |  |

**Commission Calculation**

| **Product/Service Sold** | **Sale Amount ($)** | **Commission Earned ($)** | **Payment Status [Checkbox]** |
| --- | --- | --- | --- |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |
|  |  |  | [ ] Paid [ ] Unpaid |

**Notes**

**Approval**

| **Finance Manager Signature** | **Date** |
| --- | --- |
|  |  |