

COMMISSION INVOICE

Invoice #: _____

Date: _____

Brokerage Information:

[Agency Name]

[Address Line 1]

[City, State, Zip]

[Tax ID/License #]

Property Details:

[Property Address]

[Closing Date]

[Sale Price: \$_____]

Seller Side:

[Seller Name]

Agent: [Name]

Buyer Side:

[Buyer Name]

Agent: [Name]

Description	Rate/Percentage	Amount
Listing Side Commission (Seller Representation)	_____ %	\$ _____
Selling Side Commission (Buyer Representation)	_____ %	\$ _____
Administrative/Transaction Fees	-	\$ _____
Subtotal: \$ _____		
Tax (if applicable): \$ _____		
Total Commission: \$ _____		

Payment Instructions:

Please make checks payable to: [Agency Name]

Wire Transfer Details: [Bank Name] | Routing: [Number] | Account: [Number]

Dual Agency Disclosure: This invoice represents commissions earned for representing both parties in the aforementioned transaction as per the signed Dual Agency Agreement.