[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Estate agency commission tracker

Every deal, every fee - tracked from instruction to paid.

Date	[Date]

Commissions

Property	Client	Sale price	Fee %	Fee due	Paid
[address]	[name]	[£]	[%]	[£]	[☐]

Sign-off

Name	Signature	Date