

## 30 % Commission steps

1. (Go to Client Home from a Lead giving by the Office or from Advertisement of any kind) All Leads off of a lead is not considered a cold call or left flier work it's a lead giving to you by the client that we sent you there for.  
It's still a 30 % er.
2. Inspector inspects the roof and turns in the inspection sheet.
3. File a claim using claim check list get claim number. Tell HO to contact you when adjusters MTG is.
4. Get work Order Agreement Signed. Before Adjusters Shows Up.
5. Meet with the adjuster.
6. Pick up a copy of the adjusters Report.
7. Go back to get dollar amount agreement signed. Advance \$300 Dollars.
8. Manage the Install and SIX pack sell around your House.
9. Do a final walk around with the home owner and collect first check Deposit. Advance \$200 Dollars
10. Get a certificate of Satisfaction and Completion signed and turned into the office.
11. Final invoices the Insurance Company for the depreciation amount. (Office does this)
12. Pick up final check and give our certificate of warranty to home owner.
13. Get paid two days after check is deposited into CRC account.