

COMMISSION INVOICE

Agent: Good afternoon, [Client's Name]. I hope you're well. I've sent over the commission invoice for our recent transaction on [Property Address]. Have you had a chance to review it?

Client: Hi [Your Name], yes, I looked it over, but I have a few questions about some of the items listed.

Agent: Of course, I'm here to clarify any details for you. What would you like to go over?

Client: First, the commission rate—is it standard for this type of transaction?

Agent: Yes, it's standard. The commission is set at 3%, which is typical for residential property transactions in this area. It covers all the services provided, including market analysis, property listing, negotiation support, and the legal and administrative work to close the sale.

Client: Okay, that makes sense. And there's an item here labeled 'transaction fee.' What does that include?

Agent: The transaction fee covers the administrative costs associated with the sale. This includes document preparation, filing fees, and the technology used during the marketing and sale process, like the virtual tours and online listings.

Client: I see. And will these costs be deducted directly from the sale proceeds, or do I need to handle this separately?

Agent: Everything is handled at closing. The total amount will be deducted from the sale proceeds, so you won't need to manage any separate payments. It simplifies the process for you.

Client: That does simplify things. What about the closing date on the invoice?

Agent: The closing date listed is the expected date we will finalize the transaction and the property officially changes hands. It's also the date when all payments, including the commission, are settled.

Client: Perfect, thanks for explaining that. I don't think I have any more questions. Everything looks clear now.

Agent: You're welcome! I'm glad I could clarify those points for you. If anything else comes up or you need further information, just let me know. I'm here to help.

Client: Will do, [Your Name]. Thanks again for handling everything so smoothly.

Agent: It's my pleasure, [Client's Name]. Thanks for your trust and cooperation.