

Service Commission Options

The options Shape has for generating commission based on the sale of a service package.

Commission Set Up

Functions-> Users-> Add User -> Salesperson

Common Currency or Flat Rate Option

The below will pay out a flat rate of \$50 based on the number of services sold. For example 2 packages sold, \$100 commission generated.

Rate Type:	Currency ▾	Based On:	Count ▾
Level 1 Rate:		50	

Common Percentage Options

The below will pay out 25% of the package cost and initiation fee all up front.

Rate Type:	Percentage ▾	Based On:	Amount ▾
Level 1 Rate:		25	

The below will pay out 50% of the processing fee. For example if the processing fee is \$50 the commission would be \$25. If the fee is discounted at purchase to \$40 the commission would only be \$20.


Rate Type:	Percentage ▾	Based On:	Processing Fee ▾
Level 1 Rate:		50	


The below will pay out 50% of the first payment amount (including the initiation fee) only. For example if the init fee is \$50 and the rate is \$100 the commission would be \$75. Any discounts given will affect the commission as well.


Rate Type:	Percentage ▾	Based On:	First Payment Amount ▾
Level 1 Rate:		50	


Commission Code Options


Commission codes on the services are set with in the type. Navigate to Functions -> Services -> View Types and edit.


Default Billing Day: Purchase Day 


Commission Code: Services Code A 





Service Type Id: 


Description: 


Payment Frequency: Pay in full 


Sessions In Service: 0 


First Payment Factor: 1 


Term Length (in Months): 0 


Processing Fee: 0.00 


Charge Type: Sessions 


Session Length (min): 50 


Product Category: None 


Income Category: None 


Low Session Count Alerts: ☒ 

Payroll Code: Code A1 


Apply Primary Tax: Yes 

Default Billing Day: Purchase Day 

Commission Code: Services Code A 




For a commission to be generated by code the set up in salesperson set up MUST be set up to be Based on Commission Code. Even if rates and percentages are set in the code area if the Based on isn't set to codes the commission code area will be disregarded.

Based On: Commission Code 

The below will pay out a percentage of either the Processing Fee or First Payment made, depending on the Service purchased.

Commission Codes					
Rate	Amount	Type	Pct Of	Rate	Amount
Rate A:	50	Percentage	Processing Fee	Rate D:	
Rate B:	15	Percentage	First Payment Amount	Rate E:	
Rate C:		Currency	Amount	Rate F:	

The below will pay out a flat rate based on the type of service sold.

Rate Type: Currency  Based On: Commission Code  

Commission Codes					
Rate	Amount	Type	Pct Of	Rate	Amount
Rate A:	5	Currency	Amount (first year fees)	Rate D:	20
Rate B:	10	Currency	Amount (first year fees)	Rate E:	
Rate C:	15	Currency	Amount (first year fees)	Rate F:	

Leveling Options

Leveling allows you to increase the amount of commission paid as the amount of sales go up over a year. Leveling and commission codes cannot be used in conjunction.

The set up below will initially pay the salesperson 10% of the first payment amount on each service package sold. When their total sales hit \$20,000 the commission percentage will go up to 15% for all sales until the next level is reached. The count begins again on January of the next year.

Rate Type:	Percentage ▼	Based On:	First Payment Amount ▼
Level 1 Rate:	10		
Level 2 Rate:	15	@	20000
Level 3 Rate:	17	@	30000
Level 4 Rate:	20	@	50000