



STATION STATEMENT PROCESS for Spot Business

It is important to understand the reasons for the station statements, which are emailed and sent out each month to all the stations. These statements are to be used as a guide to pay the rep fee commissions each and every month which have been paid to the stations the month prior. As with your station or group, there are certain steps in the internal accounts receivable process which are held up, when payment is not received in accordance with the responsibility associated with accepting and running spots received from Local Focus.

As a review, we are sending this out each month so it is easier for folks to understand what is expected and the steps to be taken when receiving these station statements.

As you can see from the station statement example provided, there are easily identifiable columns:

Use this easy to understand statement as the guide to pay Local Focus the commission due for each invoice you have been paid on the month prior.

To Ensure Proper Application, Please include Your Account Number on Your Check Stub.

Account Number LF-LFN1469	Statement Date 10/1/2010	Page 1
Please Direct All Inquiries To: Tel: CHRIS MARDEN 561 227-0671	Please Send Payment To: Local Focus 2090 Palm Beach Lakes Blvd Suite 300 West Palm Beach FL 33409	

Month of Service	Agency	Advertiser	Net Billing	Commission Due
3/10	GUERRA DEB	Clear Talk 3/10 SPOT COMMISSIONS	2,665.60	===== 399.84 399.84
2/10	GUERRA DEB	Clear Talk 2/10 SPOT COMMISSIONS	2,665.60	----- 399.84 399.84
1/10	GUERRA DEB	Clear Talk 1/10 SPOT COMMISSIONS	2,998.80	----- 449.82 449.82
TOTAL SPOT COMMISSIONS DUE				1,249.50

It is expected each month Local Focus is to be receiving a check or communication as to the status of payment for items on the station statement. If you have not been paid, we need to know this each month. If there was a payment but not equal to the amount shown, pay the Local Focus commission due, based on what you were funded for that particular invoice in that month, as it corresponds to the station statement.

If you were paid for any items on the statement, it is expected you will be funding Local Focus each and every month, as you would any of your other vendors on a regular monthly basis.

If you have questions on how to best utilize these station statements and the monthly payments for the commission due, please feel free to contact **Larry Jackson** at **(561) 227-0611**.