

Compensation Guidelines

This guide outlines the procedure for receiving and managing your fixed insurance commissions through Cavalier Insurance Marketing Services, LLC ("CIMS"). Please review the following information to understand how commission payments are processed and how you will receive updates.

1. Insurance Company Commissions
 - The majority, if not all, commissions will be paid directly from the various insurance companies contracted through CIMS.
2. Fixed Insurance Override Commission Payments (if applicable)
 - If an insurance company is unable to fully pay the agreed-upon commission rate, CIMS will process and pay the additional commission override to cover the difference.
3. Commission Override Processing Payment Timeline
 - Commission override payments made by CIMS will be processed promptly upon confirmation of commission payments from the insurance company. Payments are processed and paid on a weekly basis.
4. Commission Reporting
 - **Insurance Company Commission Statement:** Commission statements are accessible at any time via the individual insurance company website(s). (Please refer to the attached Commission Calendar and Website links for access to insurance company agent portals.)
 - **CIMS Commissions Override Report:** Commission override reports will be sent via email within 2 business days of the override deposit and will include a summary of commission details.

If you have any questions or need further assistance, please do not hesitate to contact me at **breanna@cavalierassociates.com** or **(805) 367-8656**.

Breanna Byram

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