

ez book[®] POWERED BY
 Engine

ez book: Commission & Reporting Overview

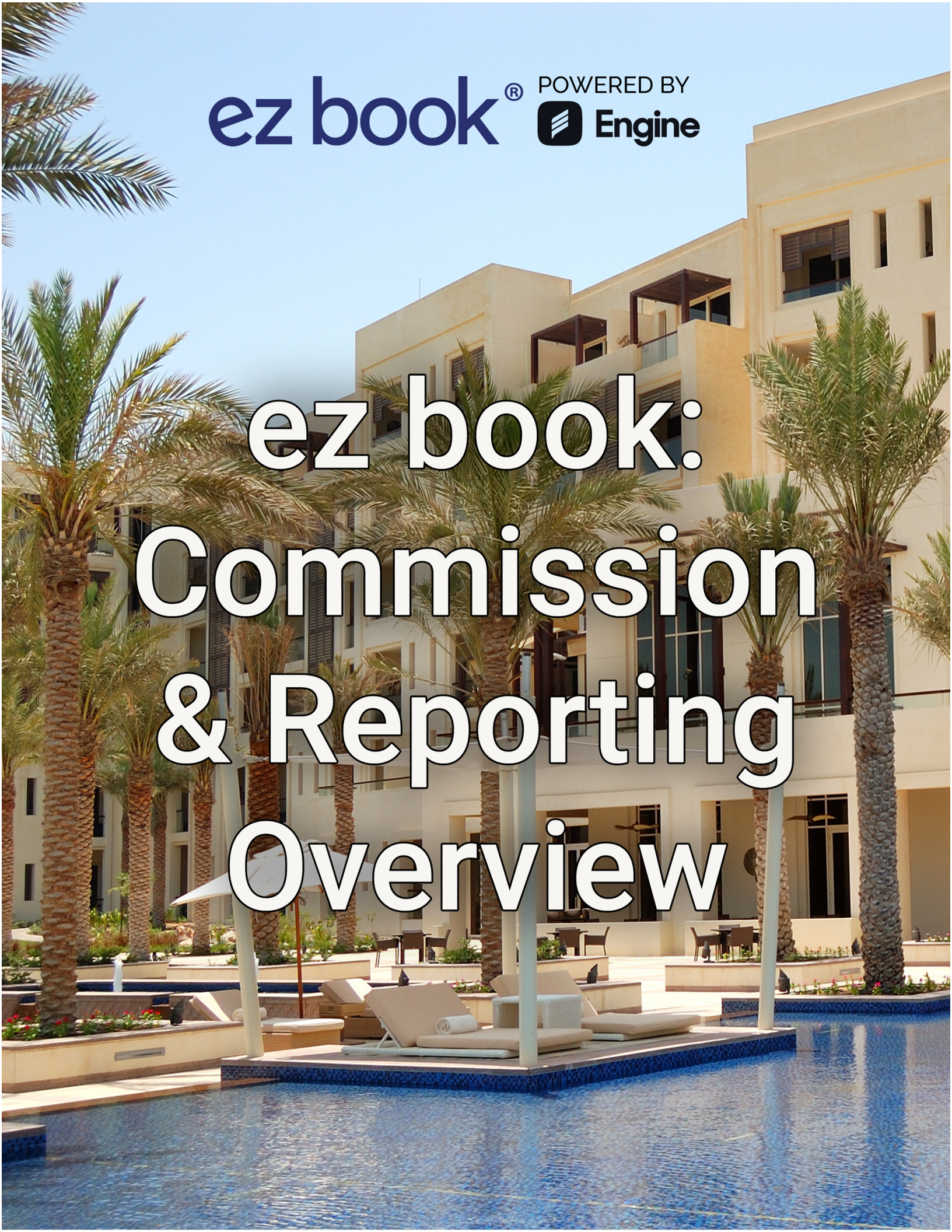


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ez book Commission & Reporting Overview

Commission rates

When booking hotel stays on ez book, you will earn the following commission rates:

- **ABC Preferred Rates** - 8% of the total gross booking revenue, not including applicable taxes or fees
- **Commissionable GDS Inventory** - 8% of the gross booking revenue, not including applicable taxes or fees
- **All other Pay Now Inventory** - 11% of the gross booking revenue, not including applicable taxes or fees
- **Group Hotel Bookings** - 3% of the gross booking revenue, not including applicable taxes or fees. *Note - Group hotel bookings are for more than 8 rooms made via the 'Groups' booking flow within ez book.*

Identifying Rate Types

ABC Rates



CIVILIAN Hotel ABC Preferred Rate

4-star hotel • 0 mi away

★ 4.6 Excellent (1,637 reviews)

\$402

\$1,394 total
with taxes and fees

Choose room

Refundable rooms

To identify an ABC Preferred Rate in ez book, there is a corresponding tag on each rate to denote this rate type. You will earn 8% commission on these rates.

Group Hotel Bookings

Group hotel bookings go through an RFP process with a hotel. In order to book more than 8 rooms, you will need to complete a Group booking request which appears as the following:

The screenshot shows the ez book website interface for group bookings. At the top, there is a navigation menu with links for Book, Trips, Groups, Billing, Trends, Settings, Members, and Support. The main content area features a large background image of a city skyline at sunset. On the left, a text box reads: "Get your group trip started with a free estimated quote" followed by "We offer personalized end-to-end service for anyone booking large group trips or an extended stay." Below this are four bullet points with checkmarks: "Quick Online Process" (Answer a few easy questions and get same-day tailored options), "Exclusive Rates" (Save with discounted rates we negotiate directly), "Simplified Billing & Bookkeeping" (Consolidate charges, and view folios and reporting on-demand), and "Next-Level Service" (Rest assured with end-to-end support from your dedicated group sales manager). On the right, a white form box contains the following fields: "Where to?" with a placeholder "Enter the city, hotel, or address"; "Dates" with "Check-In" and "Checkout" fields; "Give your trip a name (optional)" with a placeholder "My Group Trip"; and a dark blue "Let's go" button.

Group hotel bookings are paid out at 3%. Note that this should **only** be used when needing to book more than 8 rooms.

Payment Calculation Methods

How commissions are calculated

Commission amounts are calculated based on the total gross booking revenue, not including any applicable taxes or fees.

Examples with specific scenarios

Jane Smith, an agent using ez book, books a 3 night stay for her client, the Jones family. The booking total is \$846.87. This rate was an ABC Preferred Rate, so commission is calculated as follows:

- Booking total: \$846.87
- Taxes & fees: \$76.21
- Commissionable total: \$770.65
- Total commission: 8%, \$61.65 owed to the booking agent, Jane Smith.

Payment Schedule and Process

Payment frequency

All commission payments will be made on a quarterly basis initially, and are moving towards a monthly payment structure no later than January 2026.

Payment Setup

In order to receive payment, agents need to register with Engine's (*ez book's underlying technology*) third-party vendor payment system, [Allbound](#). You will be prompted to set up your payments account upon the issuance of your first payment through Allbound.

Timeline from sale to payment receipt

Bookings completed in a given quarter, will be paid out within 60 days from the conclusion of the quarter based on Engine's standard payment period. Engine operates on a fiscal year basis, with quarters outlined below:

- Q1 (First Quarter): January, February, March
- Q2 (Second Quarter): April, May, June
- Q3 (Third Quarter): July, August, September
- Q4 (Fourth Quarter): October, November, December

Using Jane Smith's booking above, if Jane completed this booking in May and the travel is to be completed in August, Jane would receive commission 60 days after the end of September since the hotel stay was consumed in August (Q3).

Reporting and Tracking

View Trip Information

Within ez book, you are able to see and view all of your booking information:

1. Navigate to 'Trends' in the top navigation bar
2. Scroll to Lodging activity (*below*)

The screenshot displays the 'Lodging activity' report. At the top, there are navigation options: 'All trends' and 'Stays' (selected). A 'Generate reports' button is on the right. Below this, a date range selector shows 'Last 30 days' with a calendar icon, and the dates '12/25/2024' to '01/24/2025'. There are also 'Filters', 'Bookers', and a search bar.

BOOKING	TRAVELERS	SPENDING	SAVINGS	DEPARTMENTS	VENDOR	DATE BOOKED
ZS50VA7	Trevor Schueren	\$213.29	\$36.36	Default	Charter Landing A7	Dec 25, 2024
ASF3WNP	Trevor Schueren	\$213.29	\$45.02	Default	Spyglass by Escape to Blue Ridge	Dec 25, 2024
IGYXTSM	Trevor Schueren	\$209.51	\$34.63	Default	Park Motel and Cabins	Dec 25, 2024
XS05U1M	Trevor Schueren	\$209.51	\$50.21	Default	The Beaumont Inn	Dec 25, 2024
H3GLQNW	Trevor Schueren	\$213.29	\$36.36	Default	Harrington Welcome Inn	Dec 25, 2024
U3QP82C	Trevor Schueren	\$485.66	\$71.68	Default	Dayspring Extended Stay	Dec 27, 2024
OT69MJH	Trevor Schueren	\$481.88	\$75.67	Default	Best Western Plus McPherson	Dec 27, 2024
KARB25M	Trevor Schueren	\$481.88	\$99.56	Default	TownePlace Suites by Marriott ...	Dec 27, 2024
7Z0D3CG	Trevor Schueren	\$481.88	\$103.54	Default	Stay at The Loose Moose Lodg...	Dec 27, 2024

3. You can download the Lodging activity as an excel file over a pre-defined time period:

1	City	Address	Postal Code	Hotel Chain	Hotel	Total Rooms	Total Nights	Total Room Nigh Currency	Total Base Amou	Taxes and Fees	Total Amount	Total Save Amou	Average Nightly	Average Nightly	Guest Name	Additio	Itinerary #
2	Kamuela, HI	62-100 Kauna'oi	96743		Mauna Kea Resi	1	4	4 USD	950.58	199.62	1150.2	266.16	237.65	237.65	287.55	Trevor Schuere	G-F792TM4
3	Panama City Be	29 Tranquil Way	32413		GOING COAST	1	4	4 USD	950.58	199.62	1150.2	152.09	237.65	237.65	287.55	Trevor Schuere	G-5R4HPUL
4	Addison, IL	991 E. Lake Stre	60101	WoodSpring Sul	WoodSpring Sul	1	8	8 USD	79.66	20.51	100.17		23.9	9.96	12.52	Trevor Schuere	G-8K5ZQOF
5	Palm Springs, C	1440 S Indian Tr	92270		Hidden Haven	1	9	9 USD	82	21	103		22.14	9.11	11.44	Trevor Schuere	G-GIYYBWL
6	Big Bear Lake, C	43578 Yosemite	92315		King's Cabin	1	4	4 USD	950.58	203.4	1153.98	180.61	237.65	237.65	288.5	Trevor Schuere	G-LHESA7>
7	Salem, MA	19 Washington St	1970		Stepping Stone I	1	1	1 USD	79.66	16.73	96.39		19.12	79.66	96.39	Trevor Schuere	G-GWL247>
8	St. Charles, MI	9945 South Graf	48655		St Charles Motel	1	2	2 USD	402.93	84.62	487.55		72.53	201.47	243.78	Trevor Schuere	G-ZHR2FVE
9	Monroe,	87 Fredrick Dr	10950	Unknown Hotel (Woodbury House	1	2	2 USD	402.93	88.4	491.33		84.62	201.47	245.67	Trevor Schuere	G-GZHSIEP
10	Olive Branch, M	6860 GOODMAN	38654	Comfort Inn & S	Comfort Inn & S	1	7	7 USD	79.66	16.73	96.39		19.92	11.38	13.77	Trevor Schuere	G-GJNKX6V
11	Palm Springs, C	1151 S Calle Rol	92264		Marley Estate at	1	9	9 USD	92.52	19.43	111.95		15.73	10.28	12.44	Trevor Schuere	G-JO4AS9K
12	Waterford, MI	120 S Telegraph	48341		Cass Lake Hotel	1	2	2 USD	82	21	103		18.86	41	51.5	Trevor Schuere	G-YLHWU1
13	Frisco, TX	1549 Legacy Dr	75034	Westin Hotels &	The Westin Dall	1	7	7 USD	107.15	26.28	133.43		19.29	15.31	19.06	Trevor Schuere	G-10M2U9I
14	Colbran, CO	103 Spring St	81624		The Alpine Mote	1	8	8 USD	92.52	19.43	111.95		24.06	11.57	13.99	Trevor Schuere	G-EFIDTDM
15	Tacoma, WA	6624 Whitman St	98422		Bodhi's BumGak	1	10	10 USD	950.58	199.62	1150.2		199.62	95.06	115.02	Trevor Schuere	G-WB8H7DI
16	Big Sky, MT	145 TOWN CEN	59716	Residence Inn b	Residence Inn b	1	8	8 USD	92.52	23.21	115.73		16.65	11.57	14.47	Trevor Schuere	G-9WCJTKI
17	Snowmass, CO	Two Creeks Driv	81615		Snowmass Alpin	1	3	3 USD	402.93	84.62	487.55		92.67	134.31	162.52	Trevor Schuere	G-CYNJOKI
18	Snellville, GA	1905 Pharrs Ros	30078	Hampton by Hilt	Hampton Inn & S	1	8	8 USD	92.52	19.43	111.95		22.2	11.57	13.99	Trevor Schuere	G-J4128G5
19	Snellville, GA	1905 Pharrs Ros	30078	Hampton by Hilt	Hampton Inn & S	1	8	8 USD	950.58	203.4	1153.98		256.66	118.82	144.25	Trevor Schuere	G-ZUIX643
20	San Luis Obispo	404 Santa Rosa	93405		San Luis Inn Anc	1	3	3 USD	277.71	58.32	336.03		74.98	92.57	112.01	Trevor Schuere	G-3HPRUN
21	Lake Jackson, T	Hwy 332, 915,91	77566		Studio 6 Lake Ja	1	2	2 USD	79.66	16.73	96.39		11.95	39.83	48.2	Trevor Schuere	G-Y21HCZ4
22	Lubbock, TX	4115 Marsha Sh	79407	La Quinta by Wy	La Quinta Inn & :	1	4	4 USD	313	65.73	378.73		50.08	78.25	94.68	Trevor Schuere	G-C31HU48
23	Kamuela, HI	62-100 Kauna'oi	96743		Mauna Kea Resi	1	8	8 USD	277.71	58.32	336.03		80.54	34.71	42	Trevor Schuere	G-T6CFX4C
24	Fort Wayne, IN	1005 West Wast	46825	Comfort Inn	Comfort Inn	1	7	7 USD	402.93	84.62	487.55		80.59	57.56	69.65	Trevor Schuere	G-WZT33N
25	Kokomo, IN	1709 E Lincoln F	46902	Baymont by Wyr	Baymont by Wyr	1	4	4 USD	402.93	84.62	487.55		112.82	100.73	121.89	Trevor Schuere	G-UVLP3Y/
26	West Bloomfield,	33098 Northwes	48322	Home2 Suites b	Home2 Suites B	1	7	7 USD	82	21	103		14.76	11.71	14.71	Trevor Schuere	G-D5T4EG
27	Paso Robles, C	1803 Spring St	93446		The Lofts at The	1	8	8 USD	277.71	62.1	339.81		69.43	34.71	42.48	Trevor Schuere	G-FEHG75C
28	Rugby, ND	402 Highway 2 E	58368	Cobblestone Inn	Cobblestone Inn	1	6	6 USD	82	17.22	99.22		17.22	13.67	16.54	Trevor Schuere	G-OVE84Hf
29	Sonora, TX	127 Loop 467 E	76950		Holiday Host Mo	1	9	9 USD	92.52	19.43	111.95		27.76	10.28	12.44	Trevor Schuere	G-8RCBWO
30	Vineyard Haven,	28 Edgartown R	2568	Unknown Hotel (Hanover House :	1	9	9 USD	107.15	22.5	129.65		17.14	11.91	14.41	Trevor Schuere	G-FELXPV
31	Ankeny, IA	2502 S HULSIZE	50021	Holiday Inn Expr	Holiday Inn Expr	1	2	2 USD	107.15	26.28	133.43		24.64	53.58	66.72	Trevor Schuere	G-FC5EZHf
32	Madison, WI	770 Regent Stre	53715	Hilton Garden In	Hilton Garden In	1	4	4 USD	79.66	20.51	100.17		21.51	19.92	25.04	Trevor Schuere	G-9TBLCSf

How agents can track and view their sales/commissions

Please see Allbound guide for further details

After completing a booking on ez book, the booking and associated commission amounts will appear back in Allbound. This data refreshes on a daily basis.

ez book®

Welcome to your ez book Agent Portal!

Quick Links

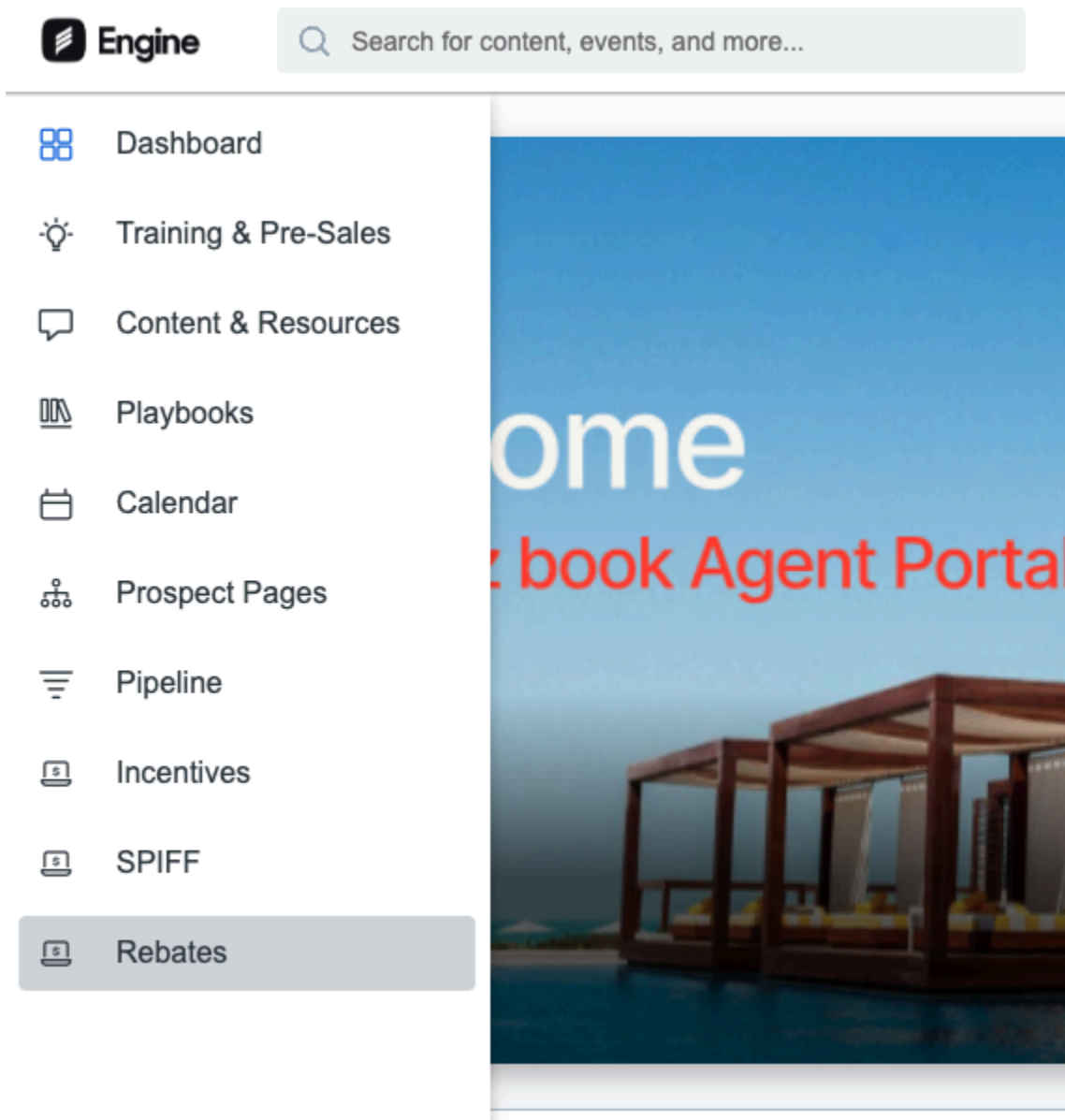
- Live Events
- Product Demo Library
- Knowledge Base

Start Here
New here? This is your first step. Complete this track to get fully set up as a partner.

Marketing Kit
Download pre-made campaigns, email templates, one-pagers, and case studies to share with your prospects.

Register a Deal
Ready to bring in your first customer? Register your deal here and take the next step in activating your partnership.

When logged into Allbound, select 'Rebates' on the left-hand side navigation bar:



Within Allbound you'll be able to view the following commission data points (*Note - the specific fields are being finalized with Allbound*):

- Contract Number
- Check In Date
- Revenue Share (%)
- Revenue Share Payout (\$)