

Contractor Concierge's Pay-It-Forward Network Referral Partner Program

The Contractor Concierge, Inc. (CCI) Referral Partner Program (RPP) is designed for businesses and individuals, who desire to refer their business and/or personal associates to quality contractors.

While there is a monetary compensation paid for referrals, it should be understood that the fundamental purpose is helping those we know, by making quality introductions.

To qualify, you must be over 18, with a profession or lifestyle that puts you in contact with homeowners. You must also submit a completed and signed application, along with a W-9.

Acceptance to Program

Acceptance to the RPP is solely the decision of CCI, upon consideration of the application and density of referral partners in any given area.

Definition of a Quality Referral

To qualify as a valid referral, the information you submit must meet the following quality standards:

1. **Contact is a homeowner or other decision-maker for the property in question.**
2. **Decision-maker is actively engaged in a project, or will be in the near future.**
3. **Contains complete and valid contact information, including full name, a phone number, physical address of the subject property, and email (if possible) address.**
4. **Decision-maker has agreed to allow a Pay-It-Forward Network member service provider contact by phone and/or email.**
5. **Service is clearly defined within the PIFN service categories.**
6. **Referral must be unique (not received from another source)**
7. **To receive credit, PIFN must be able to assign referral to one or more service providers, and those service providers must be able to contact the decision-maker.**

CCI reserves the right to reject any referral it considers to be frivolous, disingenuous, or fraudulent.

Referral Fees

Commissions paid on referrals are divided into two tiers, based on service categories (see attached list, which is subject to change)

- Tier 1 -- \$10 per successful bid/referral
- Tier 2 -- \$15 per successful bid/referral

Note that the determination of actual service tier is up to the discretion of CCI, and may not correspond to the services selected on a referral sheet or online checkbox.

Statements of Account

Referral Partner (RP) will receive a statement of referrals made along with each payment. This statement will be emailed if PayPal is the selected payment method, otherwise it will be mailed along with a check. Periodic updates may be obtained by contacting CCI directly, until such time as an automated (online) solution is available.

Payment

Payments will be issued on or around the 15th of the month, following the month in which the referrals were assigned to a service provider. The minimum payment that will be issued is \$50.00, and amounts less than that will roll over to the next payment period. The payment options that are currently available are PayPal and check.

Commissionable referrals begin with the SECOND successful referral submitted by the RP.

Submitting Referrals

Option A: The RP may submit (after obtaining permission from the homeowner/decision-maker) information online at ContractorConcierge.com, by fax (using the provided form ONLY), or by phone at 949-388-6200 (if other methods are unavailable). To be eligible for credit, the referral must be 100% complete (as per the definitions above) and also must include your RP number. This option is preferred, because it allows the RP to make certain the referral is entered properly.

Option B: The homeowner/decision-maker may enter their own information online, or by calling in. This option should be considered as a backup plan because it relies on someone else to enter your name/member number for you to receive credit.

Term and Termination

Term of this agreement is ongoing, and may be terminated by either party at any time. If RPP membership is revoked by CCI, all settled monies in the RP's account will be paid within 15 days. RP may resign from the RPP by submitting notice in writing. If RP resigns from the program, payment of outstanding commissions will be made on the normal schedule.

CCI has follow-up contact both with the homeowners, as well as the service providers who have been referred to them. Fees for referrals that do not conform to the above standards will not be paid. If it is determined that a referral partner (RP) is continually submitting invalid referrals, that partner may be removed from the program, and all outstanding fees may be forfeit

Limitation of Liability

Contractor Concierge, Inc., is a referral service only, and does not offer any warranty for services performed by contractors as a direct or indirect result of referrals.

Your Name: _____

Company Name (optional): _____

Phone: _____

Cellphone: _____

Email: _____

Address: _____

Preferred Payment Method: PayPal Check

(Enter PayPal email/ID, if different from above): _____

By signing below, I agree to the terms above, and wish to be considered as a "Referral Partner" of the Pay-It-Forward Network.

Signature: _____

Date: _____