

## referral fee guidelines

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- Referred projects are defined as projects referred or directed to another person/agency where all communications and details are performed by myself and not through a liaison.
- Referred prospect must sign a contract and submit payment in US dollars by check.
- Project must be completed and all billing paid and cleared before referral bonus can be processed.
- Only one referral fee per referred client is allowed.
- Referral fees can only be valid for one project per referred client.
- Eligible projects must have a start and completion date, and be for a specified, finite project, such as site design or shopping cart integration.
- Site maintenance, any testing projects, and any hourly services after initial project completion are not eligible for referral fees.
- 10% referral fee on referred client billings up to \$4999.99. When referral reaches \$5,000, referral fee percentage increases to 15% for that specific project.