



## Referral Program



### HOW TO PARTICIPATE

- Fill out the attached Referral Form and either fax it to **781-998-0217** or hand it to one of our **Sales Associates**
- Simply call your **Account Manager** or one of our **Sales Associates** and they will collect all the details and complete the form on your behalf

**If you have a friend, colleague or family member who is interested in selling his or her business, we'd like to hear from you.**

We are in the business of helping entrepreneurs achieve their goals, and one of the ways we do this is by connecting business owners to investors who are looking for established companies to purchase. As part of the Sunbelt Network – the world's largest business brokerage firm with more than 300 offices worldwide – we have an impressive track record of successful business and franchise sales to our credit. With our international experience and proven expertise, we can help you and/or your associates create and close a successful deal.

Through our unique Referral Program you can earn fees by referring us to businesses and franchises for sale. Sellers will gain national exposure and derive maximum value for their businesses, and you will be compensated for any referrals that result in a complete transaction. All you need to do is provide us with some information about the company you're referring by completing the attached form, and we'll do the rest. Once the deal closes, you will receive referral fees, which could be anywhere from **\$500 to \$5000**.

### Here is how the referral process works:

- STEP 1** Fill out the attached Referral Form and either fax it to **781-998-0217** or hand it to one of our **Sales Associates**
- STEP 2** As an alternative, you can simply ask one of our **Sales Associates** to complete the form on your behalf
- STEP 3** We will contact the business owner and learn about his or her needs and requirements
- STEP 4** Once the transaction is complete and business is sold, you will receive referral fees as a one-time payment



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### HOW YOU EARN THROUGH OUR REFERRAL PROGRAM

For every client you refer, we pay referral fees ranging anywhere from \$500 to \$5000 once transaction is complete and deal is closed

#### REQUIRED DETAILS

Your Company Name

Your Name

Your Phone Number

Your Email Id

#### I'm REFERRING TO,

Company Name

Company Address

State & Zip Code

Type of Business

Company Website

Contact Person

Phone Number

Email Id

Type of Services Required

#### FAQ'S

##### How do I refer someone who wants to sell a business?

The process for referral is simple. Just fill out the attached form with details about the business you are referring, and send it to us via fax or email. As an option, you can also deliver the form to your contact at Sunbelt.

##### Do I need to sign up or pay any fees to participate in the program?

There are no fees or costs involved, and no need to sign up or register. All you need to do is to complete the Referral Program Form every time you wish to make a referral to us.

##### How does Sunbelt follow up with the referral?

When we receive the details of your referral, our representative will contact the business owner and set up an appointment to discuss the terms of sale.

##### Is there any agreement to be signed between me and Sunbelt?

No. When you submit the referral program form, you will receive an official notice either by fax or email confirming your participation. This serves as our agreement.

##### How and when do I get paid?

You will receive your referral check within 15 days of the deal closing.

#### Terms & Conditions

1. If two or more existing clients submit a referral related to the same organization, only the first submission shall qualify. Sunbelt reserves the right to reject the second submission.
2. The referral must have been nominated prior to being previously contacted by Sunbelt through existing corporate marketing efforts.
3. Payment to the referring client will be released only after the referred client makes the payment to Sunbelt.
4. We reserve the right to modify the Terms and Conditions or to close this program without notice in response to market challenges. Notification in this case shall be given to you prior to receiving the nomination.
5. Referrals with incomplete information will not be eligible to participate in this referral program.