



## Sales Agent Agreement

THIS SALES AGENT AGREEMENT (this "Agreement") is entered into on \_\_\_\_\_, 20\_\_ (the "Effective Date") by and between KEYSTONE MANAGEMENT GROUP, LLC DBA CLOUDSTAR, a Florida Limited Liability Company, with its principal place of business at 4800 Spring Park Road, #16, Jacksonville, Florida, 32207 ("Cloudstar"), and \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ (the "Agent").

**1. Appointment.** On a non-exclusive basis, Agent will identify prospective Customers (defined below) who may purchase services offered by or through Cloudstar (including, without limitation, cloud services, cloud computing, cloud hosting, hosted desktops and applications, desktop virtualization, email hosting, email encryption, network services, technical support, managed services, VoIP, and network engineering services) (the "Services"). Agent must register all potential sales opportunities (each, a "Lead") by sending an e-mail to Cloudstar at [Partners@MyCloudstar.com](mailto:Partners@MyCloudstar.com), which email shall contain the following information: legal name of lead, lead category (as described on [Exhibit A](#) attached hereto), location, contact information and role of contact within buying process, description of opportunity and timing of decision. Cloudstar will then confirm via return e-mail within five (5) business days that the Lead has been successfully registered (following such confirmation only, a "Registered Lead"). For the avoidance of doubt, Cloudstar shall have the right, in its sole discretion, to choose not to register any Lead. Cloudstar shall also confirm the lead category of such Registered Lead and the applicable commission rate associated therewith. A Registered Lead shall remain a Registered Lead hereunder for one hundred eighty (180) days from the date they are confirmed by Cloudstar. Following such one hundred eighty (180) day period, the Lead shall no longer be a Registered Lead unless Cloudstar shall have agreed, in its sole discretion, to extend the registration period. All Registered Leads will be assigned to a Cloudstar account executive for follow-up and closure. In its sole discretion, Cloudstar may engage other independent sales representatives in regard to the promotion, marketing and/or sale of any of its products and services, including the Services. For purposes of this Agreement, a Registered Lead becomes a "Customer" when the Registered Lead enters into a written agreement with Cloudstar for Services.

**2. Agent's Rights and Obligations.**

2.1 Agent will introduce and register Leads, promote the sale of Services, and actively assist Cloudstar, as necessary and requested by Cloudstar, in obtaining Service Orders (defined in [Subsection 2.4](#) below) from Registered Leads. In addition to any specific instructions or restrictions contained elsewhere in this Agreement, including any Exhibit hereto, Agent agrees that in performance of its obligations and responsibilities, it will (i) not modify, increase, reduce, discount or rebate the prices of any of the Services; (ii) maintain its own personnel, office space, transportation and other equipment, at its sole cost and expense; (iii) bear the entire cost and expense of conducting activities hereunder; (iv) facilitate the completion, execution and delivery of all documents Cloudstar requires to process a Service Order; and (v) follow-up on all correspondence between Cloudstar and any Customer and will provide reasonable assistance in resolving any collection or other payment matter between Cloudstar and a Customer.

2.2 Agent will safeguard and promote the reputation of Cloudstar and its services, including the Services, and business name, and will refrain from all conduct that might be harmful to such reputation or to the marketing of Cloudstar's services, including the Services. Agent will avoid all deceptive, misleading or unethical practices, and comply with all applicable law, rules and regulations.

2.3 Cloudstar agrees that Agent may use its own independent contractors, agents or other third parties (collectively, "Sub-agents") to assist Agent in performing its obligations hereunder; provided that Agent shall remain fully liable under this Agreement for the acts and omissions of all Sub-agents and for the payment of any compensation that might be owed to a Sub-agent. Cloudstar's obligations to pay any Commissions (defined in [Section 4](#) below) that may be owed will run solely to Agent. Upon Cloudstar's request, Agent shall identify all Sub-agents it may engage as well as the general professional background of such Sub-agents. If Cloudstar determines in its good faith reasonable judgment that any Sub-agent is deficient for any reason, Cloudstar may request that such Sub-agent be prohibited from rendering services in connection with this Agreement and Customer will comply immediately with such demand.

2.4 All customer Service Orders must be in writing using Cloudstar's standard form agreements for Services (or any variations thereto approved in writing by Cloudstar). All Service Orders must be returned to Cloudstar. All Service Orders will be subject to acceptance in writing by Cloudstar at its sole discretion, and no Service Order will be binding unless and until accepted by Cloudstar. No Commission will be payable unless and until a Service Order is accepted, Services are provided and payment of all invoiced amounts are paid by the Customer. Cloudstar may change or withdraw any pricing at any time.

**3. Relationship of the Parties.** Notwithstanding anything to the contrary set forth in this Agreement, Agent is an independent contractor with respect to its relationship to Cloudstar that is created by this Agreement. Nothing contained in this Agreement is intended to create a partnership, joint venture, fiduciary, or employer-employee relationship between Cloudstar and Agent. Agent is not authorized to make any representation, contract or commitment, including as to price or delivery of services, on behalf of Cloudstar. Agent's authority hereunder is strictly limited to the solicitation of Service Orders from prospective Customers. Agent will not make written or oral promises or representations to any Lead, Registered Lead or Customer other than those set forth in the relevant Marketing Materials (defined in [Section 5](#) below) and other Cloudstar-provided order forms and related materials regarding the Services.

**4. Commissions.**

4.1 In consideration of the services to be rendered pursuant to this Agreement, Agent will receive the applicable compensation set forth on [Exhibit B](#) attached hereto and made a part hereof ("Commissions"). Commissions will be payable on a monthly basis, within forty-five (45) days of Cloudstar's actual receipt of a Customer's MRR (hereinafter defined). Commissions will be payable to Agent at the address first set forth in this Agreement. Both parties acknowledge that, absent mutual written agreement by the parties, no Commission will be owed with respect to any Customer that has a (i) business relationship with Cloudstar predating the identification of such Customer as a Lead; or (ii) point-of-presence within any of Cloudstar's colocation facilities. Cloudstar shall have the right to set-off any amounts owed to Cloudstar by Agent against amounts owed by Cloudstar to Agent. As used herein, "MRR" shall mean the total monthly recurring revenue actually received by Cloudstar from a Customer (i.e. net of discounts and credits) from the sale of Services to such Customer, less taxes, billing service fees, early termination fees, set up fees, installation fees, software license fees and equipment, charges relating to usage based services, pass-through charges and government assessments of any kind.

4.2 Notwithstanding anything to the contrary set forth on [Exhibit B](#) hereto, with respect to any Services or products ordered by a Customer from Cloudstar on a month-to-month term as set forth in an executed

Service Order, Agent shall only be entitled to receive a one-time Commission payment equal to one (1) month MRR as set forth in such Service Order.

4.3 Agent will not be entitled to any payment on the outstanding term if a Customer's agreement for Services is terminated or suspended for any reason.

4.4 Cloudstar reserves the right to increase or decrease the Commission payable for Services by providing Agent thirty (30) days advance written notice of Cloudstar's intent to revise the Commissions set forth on Exhibit B. Any changes will be applicable only to new orders after the 30 day period. Any orders sold before the 30 day period shall be at the original commission rate. Special Independent Case Basis ("ICB") pricing other than at Cloudstar standard rates may result in lower or higher commission percentages and will be agreed to in writing by the parties.

4.5 Notwithstanding anything to the contrary set forth on Exhibit B hereto, and subject to Section 7.4 below, for so long as Agent remains an Active Agent (as hereinafter defined), Agent shall receive Commissions with respect to any Customer registered with Cloudstar by Agent pursuant to this Agreement for so long as that Customer remains active and in good standing with Cloudstar including, without limitation, with respect to any automatic renewals of any orders with such Customer. Notwithstanding the foregoing, if at any time Agent ceases to be an Active Agent, then Agent shall no longer receive Commissions on any automatic renewals of Customer orders then in effect (even if Agent becomes an Active Agent again at some later date); provided, however, that if Agent again becomes an Active Agent, then Agent's rights to Commissions for automatic renewal shall again apply with respect to Customer orders placed with Cloudstar after the date on which Agent becomes Active Agent and for so long as Agent remains an Active Agent hereunder. If an Agent is not an Active Agent, then Agent shall only be entitled to receive Commissions if Agent satisfies the obligations with respect to the applicable Lead Category set forth on Exhibit A hereto. As used herein, an Agent shall be an "Active Agent" if Agent has (i) registered at least one new Customer with Cloudstar in the prior 12 month period and (ii) such new Customer(s) has executed at least one approved order with Cloudstar within such prior 12 month period.

4.6 Agent shall have the right, on reasonable advance written notice to Cloudstar, to conduct an audit (either directly or through its third party auditor) of the invoices used by Cloudstar in calculating Commissions to Agent hereunder. Any such audit shall be at Agent's sole cost and expense and can be exercised by Agent no more than one (1) time per calendar year. Any such audit shall be conducted during regular business hours and at a time and location mutually agreed upon by Cloudstar and Agent. Cloudstar shall reasonably cooperate with Agent, at Agent's cost and expense, in connection with any such audit. The parties agree that for any net payment discrepancy that exists, the party owing the other shall pay such discrepancy within forty-five (45) calendar days following the conclusion of any such audit.

4.7 If Agent has a dispute with regard to the computation of any Commissions hereunder, Agent shall notify Cloudstar in writing within sixty (60) days of receipt of the commission payment in dispute, including a detailed description of the dispute. The parties will work together in good faith to resolve any valid dispute. Cloudstar will use commercially reasonable efforts to correct prior commission payments, either upward or downward, within forty-five (45) days after resolution of the dispute. Subject to the results of any audit pursuant to Section 4.6 above, if Agent does not notify Cloudstar within sixty (60) days after receiving the Commission payment, any objections to such Commission payment shall be deemed to have been waived.

5. **Marketing Materials.** Cloudstar will make available to Agent marketing materials relating to Cloudstar and the Services, together with pricing sheets reflecting then-current prices and/or rates for the Services

(collectively, the "Marketing Materials"). Agent will not develop or use any product or services literature in its communications with prospective Customers other than the Marketing Materials.

6. **Indemnification.** Each party agrees to indemnify the other party, its Affiliates, and their respective officers, directors, members, shareholders, employees, agents, assigns and successors, and shall hold them harmless against any losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) resulting from a third party claim, arising out of or alleged to have arisen out of, such party's breach of its obligations, representations or warranties under the Agreement. The indemnified party agrees to give prompt written notice to the indemnifying party of any such claim; provided, that any delay in furnishing such notice shall not discharge the indemnifying party from its indemnification obligation hereunder, except to the extent such delay results in actual prejudice to the indemnifying party. The indemnifying party shall undertake and conduct the defense of any claim so brought. The indemnifying party shall keep the indemnified party advised of the progress of any such claim at its own expense. If the indemnifying party shall fail to take timely action to defend any such claim then the indemnified party may defend such claim at the indemnifying party's expense. The indemnifying party shall not have the right to settle, compromise or otherwise enter into any agreement regarding the disposition of any claim without the indemnified party's prior written consent, which consent may not be unreasonably withheld, except for a claim solely for monetary damages. As used herein, the term "Affiliate" shall mean, with respect to any party, any entity controlled by, controlling or under common control with such party.

7. **Term and Termination.**

7.1 **Term.** This Agreement shall commence on the Effective Date and shall continue until terminated by either party as set forth herein.

7.2 **Termination for Convenience.** Either party shall have the right, at any time, to terminate this Agreement for convenience, by sending the other party at least thirty (30) days' prior written notice of such termination.

7.3 **Termination for Cause.** Either party shall have the right to terminate this Agreement if the other party fails to perform or breaches any material term or condition of this Agreement and does not cure such breach within fifteen (15) days following the receipt of a written notice from the non-breaching party specifying the nature of the breach in reasonable detail and stating such party's intention to terminate this Agreement.

7.4 **Effect of Termination.**

a. Upon the termination or expiration of this Agreement, Agent will promptly return all Marketing Materials in its possession and will discontinue promoting the Services and the use of Cloudstar's trademarks, service marks, logos and/or trade names.

b. Upon termination of this Agreement pursuant to Section 7.2 hereof, provided that Agent is an Active Agent as of the date of such termination, Agent shall be entitled to Commissions pursuant to this Agreement on any Customer Service Orders fully executed prior to the effective date of the termination for so long as the related Customer remains active (i.e. receiving Services) and in good standing with Cloudstar, not to exceed a period of five (5) years from the date this Agreement terminates. If the Agent is not an Active Agent as of the effective date of the termination pursuant to Section 7.2, then Agent shall only be entitled to continue to receive Commissions on any Customer Service Orders fully executed prior to the effective date of the termination for the remainder of the then current term of such Service Order(s).

c. Upon termination of this Agreement pursuant to Section 7.3 hereof, Agent shall not be entitled to any further Commissions or payments hereunder from and after the effective date of such termination.

d. Sections 2, 6, 7.4, 8, 9, 10, 11, 12 and 14 shall survive the termination or expiration of this Agreement and will remain in full force and effect.

8. **Limitation of Liability.** EXCEPT WHERE A PARTY HAS AN INDEMNIFICATION OBLIGATION TO THE OTHER PARTY OR, WITH RESPECT TO AGENT, IN THE EVENT OF A BREACH BY AGENT OF SECTION 9 HEREOF, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, RELIANCE OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, WHETHER IN AN ACTION IN CONTRACT OR TORT, BASED ON A WARRANTY OR OTHERWISE, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT IN THE CASE OF COMMISSIONS OWED TO AGENT UNDER SECTION 4 HEREOF, CLOUDSTAR'S LIABILITY FOR DAMAGES UNDER ANY PROVISION OF THIS AGREEMENT SHALL IN NO EVENT EXCEED THE LESSER OF THE AMOUNT OF AGGREGATE COMMISSION EARNED BY AGENT HEREUNDER DURING THE THREE-MONTH PERIOD IMMEDIATELY PRIOR TO THE MAKING OF A CLAIM AGAINST CLOUDSTAR HEREUNDER OR \$10,000. AGENT ACKNOWLEDGES AND AGREES THAT SUCH LIMITATIONS ARE FAIR AND REASONABLE.

9. **Proprietary Rights and Ownership.** Agent acknowledges and agrees that all correspondence (including, without limitation, email communications, contact information and/or pricing proposals) with a potential Customer and any other information obtained by Agent in connection with the performance of its obligations hereunder is the property of Cloudstar and shall be provided to Cloudstar immediately upon request and, in all instances, promptly following any termination of this Agreement pursuant to Section 7 hereof or otherwise. Agent acknowledges and agrees that Cloudstar shall retain all right, title and interest in and to all of its copyrights, trademarks, trade secrets (including, but not limited to, customer lists) and all other intellectual property including those rights embodied in the Services or its trademarks or trade names, including any improvements thereto or goodwill associated therewith.

10. **Confidentiality.** During the term of this Agreement and for the five (5) year period following the expiration or earlier termination of this Agreement, each party will protect and maintain in strict confidence all Confidential Information (as defined below) of the other party; provided, however, that either party shall be permitted to disclose Confidential Information: (i) with respect to Agent, to potential Customers to the extent necessary to procure orders for Services from such Customers in accordance with the terms of this Agreement and (ii) with respect to both parties to the extent such disclosure is required by law, so long as prior to any such disclosure the party required to make such disclosure (1) notifies the other party of the required disclosure with sufficient time for the other party to seek relief (unless prohibited from giving such notice by applicable law), (2) cooperates with the other party in taking appropriate protective measures with respect to such disclosed Confidential Information, and (3) only discloses that amount of Confidential Information specifically required by law. As used herein, the term "Confidential Information" shall include: (a) the Services; (b) the prices and other terms associated with the Services; (c) any and all other information disclosed by one party to the other party, in whatever format, that is either identified as, or should be reasonably expected to be understood to be, confidential and/or proprietary, including, without limitation, any notes, extracts, analyses or materials prepared by the receiving party which are copies of or derivative works of Confidential Information or from which Confidential Information can be inferred or otherwise understood; and (d) the terms and conditions of this

Agreement. "Confidential Information" shall not include information that (x) is or becomes known to the receiving party from a third party without an obligation to maintain its confidentiality; (y) is or becomes generally known to the public through no act or omission of the receiving party; or (z) is independently developed by the receiving party without the use of Confidential Information. Each party, as a receiving party hereunder, hereby acknowledges and agrees that the other party, as the disclosing party hereunder, may be irreparably damaged by a breach of this Section 10 by the receiving party, which damage may not be adequately compensated solely by a monetary award. In the event that any such breach of this Section 10 has occurred or is threatened by the receiving party, it is agreed that the disclosing party shall be entitled to seek injunctive relief (without any bond or other security being required and without being required to prove irreparable injury or the likelihood that it will prevail on the merits), including, without limitation, specific performance of this Section 10, without any showing of actual damage or inadequacy of legal remedy in any proceeding that may be brought to enforce this Section 10.

11. **Non-Circumvention.** During the term of this Agreement and for two (2) years thereafter, Agent will not, directly or indirectly, individually or jointly, for itself, or as agent for, or on behalf of, or in conjunction with, any person, firm, association, partnership, or corporation (i) encourage any Customer to discontinue, or assist a Customer in discontinuing, any Cloudstar services, or induce or in any way attempt to persuade any Customers to cease using Cloudstar services, or (ii) take any actions which might jeopardize or otherwise interfere with Cloudstar's ongoing provision of any services to any Customers.

12. **Warranties and Representations.** Each party represents and warrants that (a) the execution and delivery of this Agreement and its performance of its respective obligations hereunder have been duly authorized, (b) the Agreement is a valid and legal agreement binding upon such party and is enforceable against such party in accordance with its terms, (c) by entering into this Agreement, such party is not breaching and will not breach any other agreement it is party to, and (d) such party does not require the consent of any other person or entity to enter into this Agreement. Agent understands that by entering into this Agreement and performing the services and obligations provided for herein, Agent is not assured of any particular level of profits or success and acknowledges that no claims or assurances of guaranteed levels of Commissions or representations of expected earnings have been made by Cloudstar. Cloudstar will have no obligation to the Agent or to any Lead, Registered Lead or Customer to offer, or to continue to offer, Services nor shall any warranty concerning Services run between Cloudstar and Agent. Other than as expressly set forth in this Agreement, no warranties, express or implied, are made by Cloudstar, and Cloudstar expressly disclaims all other warranties, including, without limitation, any implied warranties of merchantability, fitness for a particular purpose, non-infringement, or warranties arising from a course of dealing, usage or trade practice, in each case, to the extent applicable.

13. **Notices.** All communications, requests, consents and other notices under this Agreement will be given in writing and delivered by courier, registered or certified mail (postage prepaid) or facsimile to the receiving party at the address and/or fax number set forth herein. Notice will be deemed given on the date of delivery as shown by the delivery or fax transmission receipt.

14. **Governing Law; Jurisdiction; Waiver of Jury Trial.** This Agreement shall be deemed to be a contract made under, and shall be construed in accordance with, the laws of the State of Florida (without reference to the conflicts of laws provisions therein and the federal laws of the United States). In addition, each party consents to the exclusive jurisdiction of

any state or federal court empowered to enforce the Agreement located in Duval County, Florida, and waives any objection thereto on the basis of personal jurisdiction or venue. Each party waives their respective rights to trial by jury for any claim whatsoever in any way connected with the Agreement or the relationship between the parties.

- 15. **Assignment; Binding Effect.** Agent may not assign this Agreement without the prior written consent of Cloudstar. Except as otherwise provided herein, this Agreement will be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, heirs, successors and assigns.
- 16. **Amendments.** No provision of this Agreement will be amended, except by an instrument in writing, signed by both parties; provided, however, that Cloudstar may, from time to time, modify and/or update any Lead registration instructions and will notify Agent of any such modifications or updates in a timely manner.
- 17. **Counterparts; Facsimile or Electronic Copies.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies of executed counterparts transmitted by telecopy, telefax or other electronic transmission service shall be considered original executed counterparts.
- 18. **Third Party Beneficiaries.** This Agreement has been entered into for the sole benefit of Cloudstar and the Agent. Nothing in this Agreement is intended to confer any rights or remedies under or by reason of this Agreement on any third party, including without limitation, any sub-agent of Agent, Lead, Registered Lead or Customer.
- 19. **Entire Agreement.** This Agreement, together with Exhibit A and Exhibit B hereto, constitutes the entire agreement and understanding of the parties as to the subject matter hereof and supersedes all prior understandings, agreements or representations by or between the parties, whether written or oral.
- 20. **English Language.** The parties confirm that it is their wish that this Agreement, as well as all other documents relating thereto, including all notices, be drawn up in the English language only. Les parties aux présentes confirment leur volonté que cette convention, de même que tous les documents, y compris tout avis, qui s'y rattachent, soient rédigés en langue anglaise.

IN WITNESS WHEREOF, the parties have executed this MSA by their duly authorized representatives.

CLOUDSTAR:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

AGENT:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

Please email signed form to [Partners@MyCloudstar.com](mailto:Partners@MyCloudstar.com)

Call 800-340-5470 should you have any questions.



**EXHIBIT A**

**Lead Categories**

- 1) **Lead Category: *New Customer*** – Agent introduces Cloudstar to the Lead and actively participates in: (i) assisting with meeting preparation and/or attends the first meeting with the Lead, (ii) assisting Cloudstar with architecting solution for definition of required Services, and (iii) procuring the signature by the Lead to the contract submitted by Cloudstar to Agent or the Lead.
- 2) **Lead Category: *Incremental Services for Existing Customer*** – Agent identifies new services required for a Cloudstar Customer that was originally a Agent-identified Registered Lead and informs Cloudstar in writing of such new services. Cloudstar architects solution with assistance of Agent for definition of required services. Cloudstar submits proposal to the Customer and Customer signs the contract with Cloudstar.
- 3) **Lead Category: *Renewal of Existing Customer*** – Agent actively participates in renewing an existing Customer that was initially referred and registered to Cloudstar by the Agent for a term of at least 24 months and otherwise on terms satisfactory to Cloudstar. Agent shall actively assist in: defining opportunity, crafting solution, and sends lead qualification form to Cloudstar. Agent submits renewal contract to the customer and customer signs the contract with Cloudstar.



**EXHIBIT B**

**Commissions**

A. **If Agent is an Active Agent:**

- 1) ***With respect to Lead Category A.1) set forth on Exhibit A:*** Ten percent (10%) of the MRR set forth on any Service Order calculated for the initial term of such Service Order and for any automatic renewals of the term of such Service Order (provided that Agent remains at all times an Active Agent).
- 2) ***With respect to Lead Category A.2) set forth on Exhibit A:*** Ten percent (10%) of the MRR attributable to the added services calculated for the duration the remaining term of such Service Order and for any automatic renewals of the term of such Service Order (provided that Agent remains at all times an Active Agent).
- 3) ***With respect to Lead Category A.3) set forth on Exhibit A:*** Ten percent (10%) of the initial contracted MRR calculated over the renewal term of such Service Order and for any automatic renewals of the term of such Service Order (provided that Agent remains at all times an Active Agent).

B. **If Agent is not an Active Agent:**

- 1) ***With respect to Lead Category A.1) set forth on Exhibit A:*** Ten percent (10%) of the initial contracted MRR set forth on any Service Order calculated for the initial term of such Service Order.
- 2) ***With respect to Lead Category A.2) set forth on Exhibit A:*** Ten percent (10%) of the initial contracted MRR attributable to the added services calculated for the duration the remaining term of such Service Order.
- 3) ***With respect to Lead Category A.3) set forth on Exhibit A:*** Ten percent (10%) of the initial contracted MRR calculated over the initial term of such renewal Service Order.

# Cloudstar Sales Agent Referral Form

Please email form to: [Partners@MyCloudstar.com](mailto:Partners@MyCloudstar.com)

## SALES AGENT INFORMATION

Sales Agent Name: \_\_\_\_\_

Sales Agent Company (If Applicable): \_\_\_\_\_

Sales Agent Phone: \_\_\_\_\_

Sales Agent Email Address: \_\_\_\_\_

## INFORMATION ABOUT REFFERAL BRING PROVIDED

Referral's Name: \_\_\_\_\_

Referral's Company: \_\_\_\_\_

Referrals Title: \_\_\_\_\_

Referral's Phone: \_\_\_\_\_

Referral's: Email Address: \_\_\_\_\_

What Product / Service Is Being Referred If Any: \_\_\_\_\_

Relationship Between Sales Agent & Person / Entity Being Referred: \_\_\_\_\_

\_\_\_\_\_

Additional Notes: