**5% Referral System**

1. Get a W-9 signed by person or company sending the referrals.
2. The W-9 goes to accounting (Jess)
	1. The standard referral fee is 5% and unless this is changed by the leadership team, it will remain in place for everyone sending us referrals.
3. The sales team must communicate to accounting when a client has come in as a result of a referral.
4. Accounting will pay out the 5% check to the name and address on the W-9 after we received the money from the client.
5. We will pay the referral fee on the initial sale as the money for that sale comes in.
	1. Example: When we get the initial deposit for the website, we will pay out 5%. When we get the remainder, we will pay 5%.
	2. Example: As we get paid each month for a 12-month revolving contract, we will pay out 5%.
6. Once accounting has the W-9 and sales has communicated which clients have resulted from which referrals, accounting has the responsibility for tracking it in QuickBooks and issuing checks within the month that the payment comes in.