

## **Trade Stays Referral Terms and Conditions**

The following terms relate to the referral of prospective clients to Trade Stays. By providing referrals via the webform at [WEBSITE], the referrer agreed to the terms and conditions in full.

Definitions:

“We/Us”: CDP Property Solutions Ltd, trading as Trade Stays

“Referrer”: The person, sole trader, partnership or company providing the client referral

“Lead”: refers to the person or company being referred to Trade Stays for the provision of Accommodation services

“Commission”: Refers to the amount paid to the Referrer by Trade Stays for any successful placements/sales made to clients referred.

### **Background**

The Referrer is in a line of business in which they may come across Leads wishing to purchase accommodation services.

Trade Stays is in the business of providing accommodation services to clients around the UK and Ireland through their own in house properties as well as their network of accommodation partners.

The Referrer is wishing to pass a Lead on to Trade Stays so the Lead can be offered a range of accommodation options. The Referrer is wishing to earn a fee for any successful placements

### **Lead Generation**

The Referrer must have the express consent of the Lead to have their information shared with Trade Stays and must comply with GDPR regulations. Trade stays will not accept any liability for Referrers failing to comply with GDPR or obtain the Lead’s express consent.

Once consent has been obtained from the Lead, the Referrer shall provide Trade Stays with the details of the Lead, via the lead registration form found here: [WEBSITE]. Leads must be provided via the form to qualify as a valid Referral

The Referrer must complete all information requested in order to allow effective tracking of the Lead through to a sale.

Referrals will only be eligible if the referred company or individual is not already in conversation with Trade Stays via any other channel

Referrals will be deemed to be ineligible if an existing client refers themselves or their own business.

In the event of receiving a Lead from multiple Referrers, the Referrer which submitted the Lead first shall be considered the Referrer and due the commissions on a completed sale in line with the commissions prescribed in this document.

There is no limit on the number of referrals a Referrer may make, nor is there a limit on the commissions that can be earned.

### **Provision of Services**

Once a lead is received by Trade Stays it will be automatically added to our CRM with a tag applied to identify it as a referral as well as the source of the Lead.

The Trade Stays team will treat the Lead as if they were our own inbound prospective client and will contact them to find their requirements before providing options.

The Referrer may be names in any communication between Trade Stays and the Lead

### **Commissions**

The Referrer will be due a 1-off Commission of 15% of the net fees earned by Trade Stays within the first month of the placement made.

Any subsequent business completed with that Lead shall not be subject to further Commission.

Commissions shall become due the month following the placement of the customer into their chosen accommodation, once the customer has paid for their stay, and signed their contract with Trade Stays. Commission shall be paid out to the Referrer monthly.

The Referrer shall submit an invoice for the total commission. Any VAT due to be paid shall be deemed to be included in the total commission number.

The Referrer shall be solely responsible for reporting their Commission income in their earnings statement as well as paying any VAT or corporation taxes on profits.

In the event of a dispute between the parties to a referral, the final decision of Trade Stays senior management shall be final.

If the Referrer believes they are due a referral fee on a placement that has not been included in the Monthly report from Trade Stays, they should email [enquiries@tradestays.co.uk](mailto:enquiries@tradestays.co.uk) with the

subject heading "Referral Commission Query" and include the name of the Lead referred, when the referral was made, and any additional information they feel is relevant to the referral so our team can look into it.

The Agency to receive the most referral Commission within a 12 month period (1st March - 28th Feb) shall also have their Commission earned over the previous period doubled in a 1-off payment so long as the Commission they have received exceeds £2000 within the period.