

### **Terms and Conditions Client/Third Party Referral Program**

1. Referrals cannot be made retrospectively.
2. Submission of a referral indicates acceptance of the Terms and Conditions.
3. Referrals must be for a new contract only. The reward will be for the item specified or one of equivalent value as stated on the referral leaflet. It will be awarded for any successful referral of an Office contract with a minimum term of 12 months.
4. Third parties or clients are only eligible to claim their reward once the referred client has signed a contract, paid full deposit and been a Compass client for a minimum of 30 days.
5. If a customer gives notice on their product or terminates their contract prior to the 30 day period the offer is not applicable.
6. Referrals cannot be for a sister company or a colleague working for the same company.
7. One award per referred company only.
8. In the event of multiple clients or third parties referring the same contact/company, only the first referral received will be eligible for the reward.
9. The referral will only be accepted if the enquiry has not previously been entered into any Compass Offices system.
10. The reward is as stated, and is not redeemable for cash. Compass Offices reserves the right to provide alternative rewards or a broadly equivalent value.
11. Employees of Compass Offices and their immediate families are not eligible to take part in the Compass Office Referral Program.
12. Compass Offices reserves the right to amend or withdraw this offer at any time.
13. The promotion is a non-tax paid program. Individuals are responsible for declaring any prizes to their local tax authority if required and paying any tax liability arising from receipt of any prizes.
14. Clients are not eligible to qualify for the promotion if they are in arrears.
15. This Reward program cannot be combined with any other Compass Offices promotion.