



CCSi VoIP Referral Program

Terms & Conditions

Updated: March 2022

By participating in the CCSi VoIP Referral Program, each referrer accepts and agrees to the terms and conditions below. CCSi Communications reserves the right to terminate or modify the program at any time without notice, or by amending or adjusting the terms and conditions through the website at: www.ccsicommunications.com/referral-program

This referral program only covers CCSi VoIP services. Please contact us directly with referrals for other CCSi services.

Definitions

- **Referrer:** The individual or business that has (1) fully registered and has been approved for CCSi Referral Program; and (2) submits a valid referee entry.
- **Referee:** The business or individual representing the company who is interested in CCSi VoIP services. This information has been submitted to CCSi Communications by the referrer.
- **Referral:** Valid and complete information of a business and individual in a decision-making role, who has expressed interest in CCSi VoIP. Your business is not considered a valid referral.
- **Lead:** Status of referral is converted to lead once contact has been made and interest has been validated, but they are not yet a customer. At this point they are registered as a lead in the CCSi system.
- **Qualifying period:** The first 90 days that the referral is a paying customer of CCSi VoIP services.
- **Commission payment:** Compensation awarded to referrer after a qualified referral has converted to a CCSi Communications customer after successfully passing the qualifying period.

Program Details

By submitting a referral, you confirm you have received consent from referral contact to disclose name and business contact information to CCSi Communications.

- a. **Qualifying Period:** Referral must maintain paying customer status with CCSi Communications for a minimum of 90 days in order for referrer to be eligible

to receive payment. If qualified referral services are canceled from the referee's account during the qualifying period, those services will not be eligible for commission payment. Commission payment will reflect the status of the account on the last day of the qualifying period. Any services added to the account after the qualifying period are not eligible for commission payment.

b. **Commission structure and payment:**

\$65 per line for monthly contracts.
\$115 per line for multi-year contracts.

(Example: A qualified CCSi VoIP referral that covers 20 lines would be eligible to receive a commission payment for \$1,300 if the term is month to month. If the same referral is signed for a multi-year term, the commission payment would be \$2,300)

The referrer will receive a one time commission payment per qualified lead that converts into a customer for CCSi VoIP. Commission payment is based on the number of extensions and the contract length that referral signs up for. Referral must be a customer for a minimum of 3 months in order to receive a payment. A check will be awarded to the referrer on the first day of the third billing cycle. The referrer will receive additional commission for any new lines added during the initial 3-month period.

*Maximum commission payment is \$20,000 per referral.

- c. **Registration and eligibility:** To be eligible to receive a commission payment, the referrer must - 1. Register for CCSi VoIP Referral Program on website at www.ccsicommunications.com/referral-program 2. Must complete and return submission form that will be sent via email once registration approved. 3. Must be a citizen of the United States and have submitted an accurate W-9 tax form. 4. Must be at least 21 years of age. 5. If you're representing a business, you must be authorized to enter this program by your employer and authorized to disclose referrer information. Your own business or place of employment is not eligible for a referral.

- d. Submission:** By submitting a referral, you confirm that you have received consent from the referee to disclose their contact information to CCSi Communications and that they are a representative of a business in a decision-making role. You also acknowledge that CCSi Communications may inform your referral that they received their contact information from you. CCSi Communications is not responsible for contacts that are unreachable, incorrect information entered, or referral submissions that are incomplete or delayed.
- e. Disqualification:** CCSi Communications reserves the right to disqualify the referrer if the referee has not agreed to be contacted or that they never expressed interest to the referee at any point. CCSi Communications reserves the right to disqualify for any reason where they do not view the referral as valid.
- f. Leads:** Leads expire after 6 months of remaining active if no movement in the sales cycle has been made. At expiration date, if lead has not been converted into a CCSi Communications customer, the referrer will not be entitled to a commission payment. If lead expresses interest to referrer at a later date after expiration, the referrer may resubmit the lead.
- g. Payment:** When the qualifying period has closed and the referrer has met all the terms and conditions, then CCSi Communications will submit payment by form of check to referrerm (see section b for more details).
- h. Taxes and fees:** Referrer is solely responsible for all applicable taxes associated with the payment, as the payment will be treated as ordinary income to the referrer. An IRS Form-1099 will be sent to the referrer if applicable. The referrer is solely responsible for any other expenses and costs that the referrer incurs out of participation in the CCSi VoIP Referral Program.
- i. Privacy policy:** Referrer acknowledges that they have reviewed CCSi Communications' privacy policy.
- j. Miscellaneous:** CCSi Communications may amend, modify, or terminate the Referral Program at any time without notice.