

Referral Agreement  
between Your Business  
and NAME OF COMPANY

REFERRAL AGREEMENT made between Your Business and NAME OF COMPANY ("Contractor", the person or Business you are giving the referral to) for the sale and promotion of downsizing or moving services to individuals or companies (Clients). The parties to this Agreement hereby agree as follows:

1. Your Business refers selected Clients to Contractor to supply service to these individuals and companies. This referral will result in a sales commission from Contractor to Your Business should a sale arise.
2. Contractor agrees to pay Your Business 10% of any and all money received from Clients referred by Your Business to Contractor for the completion of the referred project/service and the duration of six (6) months from the start of the referred client project.
3. Commissions are due at the end of the month of service to the referred client for a period of six (6) months. Contractor will pay any and all collection fees including attorney's fees and collections agency fees resulting in any default of payment by Contractor.
4. All payments shall be made in U.S. currency and payable to Your Business. Should commission payments exceed \$600 in any given year, a 1099 will be issued to Your Business using the EIN or social security number to be provided later.
5. Consistent with the understanding of the parties to this Agreement, Contractor is an independent contractor and not an employee, partner, franchisee or joint venture of Your Business. The Contractor declares and covenants that the Contractor is engaged in an independent business, and has complied and will comply with all federal, state and local laws relating to business permits and licenses of any kind that may be required to carry out the business and tasks to be performed by the Contractor under this Agreement. Contractor is not required by Your Business to incur any costs or expenses pursuant to this Agreement. No payment or withholding of any federal, state, local, city or other payroll or employment taxes, including but not limited to FICA, state and federal income taxes, FUTA, state disability insurance taxes, and state unemployment insurance taxes relating to income received by Contractor from Client will be made by Your Business. The Contractor agrees to indemnify and hold Your Business harmless should a claim related to expenses, insurance or the lack thereof and/or local, state or federal taxes be made by anyone, including any governmental authority.
6. The Contractor cannot hold Your Business responsible for the loss of a Client or for any

expense, work, effort and/or hardship that is or seemingly is encountered in servicing Your Business's clients.

7. No worker's compensation insurance has been or will be obtained by Your Business on account of Contractor. Contractor shall comply with any applicable workers' compensation laws with respect to Contractor and Contractor's employees, if any. Contractor shall indemnify and hold Your Business harmless against any claim for injuries or damages caused by Contractor while traveling in an automobile in the scope of Contractor's activities pursuant to this Agreement.

8. It is understood that the Contractor may receive proprietary and sensitive information from Your Business in conjunction with providing the services hereunder. The Contractor agrees that Contractor shall not divulge such information to anyone other than Your Business during the term of this Agreement and for a period of three (3) years from the date of the final referral sales.

9. This Agreement is governed by Virginia State law. The parties consent to the jurisdiction of the courts of the State of Virginia and the United States District Court located in Virginia for any dispute arising out of a breach of any paragraph in this Agreement. Any other controversy, dispute or question arising out of, in connection with, or in relation to this Agreement shall be determined by arbitration conducted in Fairfax County, Virginia in accordance with Virginia State law.

10. The Term of this Agreement shall commence upon execution hereof.

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Client Referral

XX-XX-XXXX

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Signature, Your Business  
Your name

Date signed

XX-XX-XXXX

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Signature, NAME OF COMPANY  
COMPANY OWNERS NAME

Date signed

Please sign and return via email to @yourbusinessemail.  
A fully-executed copy for your files will be sent via return email.