



We value your recommendations and the referrals of our company and its products to your business contacts. To recognise the value that we place on this we will pay a bonus or 'Referral Fee' to you if a recommendation or referral results in a new customer taking up one of our products. This is our Referral Scheme.

The following Terms and Conditions apply to the Referral Scheme.

Please note that if these are not met in full it may impact on the Referral Fee being made:

Definitions:

New Contract	Enables users to customise workspaces and manage information using a variety of methods, including discussions, tasks, and working with files and forms.
Referred Company	the company that is referred to Asite by the Referring Party
Referral Fee	the company that is referred to Asite by the Referring Party
Referring Party	the party (being an individual or a company) that refers a new potential customer to Asite in accordance with these terms.

Table of Payments

** Please note that the following table of payments is a guide only. The figures are indicative of the level of Referral Fee that is likely to be paid but do not represent a quote or guarantee and should not be taken as such. In accordance with term 8 a Referral Fee quote will be provided by Asite upon acceptance of an application. **

(£/\$) Annual Construction Output of Referred Company	(£/\$) Guideline Referral Amount
5,000,000	200
25,000,000	500
50,000,000	1000
100,000,000	1800
250,000,000	3500
500,000,000	6500
1,000,000,000	11000

1. The Referring Party must register the Referred Company by sending an email with the following information:

1. Company Name:
2. Contact Name:
3. Job Title:
4. Country:
5. Phone Number:
6. Email Address:
7. Interested In: (list product family or modules here) (Optional Field)

to: sales@asite.com OR by completing [this form](#).

2. The Referring Party must obtain the prior consent of the Referred Company before making the referral to Asite and the Referred Company must be made aware by the Referring Party that the Referring Party is referring their details to Asite.
3. Only those referrals that result in a New Contract being taken out by the Referred Company shall qualify for the Referral Fee.
4. The Referral Fee shall be paid to the Referring Party within 30 days of the Referred Company entering into a New Contract.
5. To qualify for a Referral Fee the Referred Company must not already be registered with Asite; and, Asite must not have had contact with the Company for 6 months immediately prior to the date of the referral or fall within the excepted criteria as outlined in term 10.
6. This Referral Scheme is not open to employees of Asite Limited.
7. Subject to the rest of these terms there is no limit on the number of referrals that can be made to Asite.
8. Asite will confirm by email to the Referring Party whether it accepts the Referred Company onto the Referral Scheme and whether the Referred Company has been registered as a company referred by the Referring Party. At the same time Asite will confirm the value of the Referral Fee that will be payable.
9. Where the same Referred Company is introduced by more than one party, only the first application per contract received will qualify for the Referral Fee.
10. Where a Referred Company that has been introduced previously is introduced to Asite for a separate New Contract that referral for the New Contract shall, subject to the remainder of these terms (and in particular term 11) , be capable of qualifying for a Referral Fee.
11. To qualify as a Referring Party the party must not be either: i) an existing Referred Company referring itself for a New Contract; or, ii) an employee of an existing Referred Company referring its employer.

12. For the Referring Party to qualify for Referral Fee Asite will have entered into a New Contract with the Referred Company within twelve months of the date of the referral.

13. If the Referral Party is a limited company(UK) or a corporation (USA), the Referral Fee will be made to the limited company, provided that it provides Asite with a company invoice prior to payment.

14. It is agreed between Asite and the Referring Party that the Referral Fee is paid strictly on the basis that any tax due on or in respect of any Referral Fee will be the sole liability of the Referring Party receiving that Referral Fee. Asite shall have no liability in this respect.

15. In the event of a disputed Referral Fee, the Asite's decision shall be final.

16. Asite retains the right to amend, modify, cancel or withdraw the Referral Scheme at any time and without notice.

17. Save for those liabilities which cannot be legally limited (which shall remain without limit) Asite shall have no liability to any party (including a Referring Party), for any losses or damages of any kind and howsoever arising, in connection with this Referral Scheme. The parties note and accept this term in recognition that this is a promotional scheme operated on good faith.