

## Recommend a friend form

Please complete below and email to [sales@citibase.co.uk](mailto:sales@citibase.co.uk) to submit your enquiry. By doing so we assume both you and your recommendation are happy to be contacted by Citibase Limited. For more information on our privacy policy please visit our website.

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### A bit about you

Your company name	
Your name	
Your contact number	
Your email address	

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### A bit about your recommendation

Company name	
Contact name	
Contact number	
Contact email address	

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### The Process

At this stage the introduced lead will be checked to see if we have already received the enquiry. Depending on the outcome of these checks the lead will then be accepted or rejected accordingly and you will be notified by email. In the first instance all contact will go through the National Sales Office and any tours that need to be arranged should be booked through the National Sales Office. Once a lead is accepted/tour booked you will then be informed of the Commercial Sales contact who will work the opportunity through the rest of the sales process.

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### The Overturn Process

As per industry standard Citibase operate the overturn policy.

This means that if an opportunity has not reached completed first tour stage from your introduction then a rejected broker or agent can overturn the lead into their name with an attended viewing. Once the customer has toured the lead will then be 'rejected overturned' to the original introducer of this lead and any fees payable will be owed to the new introducing agent.

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## The Lead

An accepted lead will stay under your name for the duration of 6 months from the day of acceptance, unless overturned due to a completed successful tour by another source. After the initial 6 months has passed the lead will become open for re-introduction from another party.

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## Payments

- Citibase pay as standard, 10% based on the initial contract up to the first 12 months contract value minus any contracted services
- No commission will be paid on expansion, renewal or services additional to the basic office contract price – IT, Telephony or fit out etc
- In the unlikely event that a customer reneges on an agreement and leaves before fulfilling the full term or owing money to Citibase Limited, then Citibase reserve the right to reclaim or 'claw back' any overpaid commission paid to you.
- No commission claim will be acknowledged and no payment made if the invoicing form has not been completed within 6 months of new customers start date
- Citibase will not become liable for any additional tax that may become payable to HMRC as a result of this commission

Signed:

Print Name:

Date: