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## **Staff Referral Rewards Scheme**

*Earn up to £1K for every successful referral you make*

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## Refer us to your friends, family & contacts & reap the rewards!

Much of our work comes to us through recommendations from satisfied clients and referrals from business partners. It's a fantastic compliment that people are always happy to recommend us and is testament to the brilliant job that our staff do.

### It's a win win situation!

We believe that our staff should be rewarded when they refer new business to us that helps contribute to our growth and success. And as a token of our appreciation we've created the Staff Referral Rewards Scheme to say 'thank you'.

## Earn up to £1k bonus for every successful customer referral you make

As a valued member of the Air IT family, we're giving you the opportunity to benefit directly from any referrals that you pass onto to us that result in new business. And we'll reward you with a **bonus payment of up to £1,000 for every successful referral you make**.

### How it works

Referrals are valid for any of our managed IT, cyber security and telecoms services and solutions. To claim your referral simply:

1. Enter details of your referral on the following page or fill in our [online form](#)
2. We'll then contact you and your referral to discuss requirements
3. Once they sign off, your line manager will speak to you to arrange your reward

### How you'll be rewarded

For any successful referrals, we'll pay you a bonus of up to £1,000 in your next pay packet, in addition to your normal salary. *And there are no limits to the number of referrals you can make.*

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## How we work out your referral bonus

As a valued member of staff, you'll understand we provide a wide range of managed ICT services and solutions. Therefore, your referral bonus will be calculated as follows:

### IT support contracts

- ✓ IT support contracts will pay 10% of the total contract value for a 12-month agreement, up to a maximum of £1K for each separate referral. **For example, an annual support contract worth £12K will pay a one-off fee of £1K.**

### Managed cyber security contracts

- ✓ Managed cyber security contracts will pay 10% of the total contract value for a 12-month agreement, up to a maximum of £1K for each separate referral. **For example, an annual contract worth £10K will pay a one-off fee of £1K.**

### One-off projects and consultancy

- ✓ One-off projects and consultancy will also pay 10% of the total project value, up to a maximum of £1K for each separate referral. **For example, a project worth £12K would pay a one-off fee of £1K.**
- ✓ *Project work and consultancy covers a wide range of services such as ad-hoc support, infrastructure upgrades, installations and equipment refreshes, phone system upgrades, office relocations, backup and security solutions and professional services such as strategic consultancy and training.*

### Other services

- ✓ Since margins vary greatly dependent on the type of services we offer, bonuses for any other type of work successfully referred will be agreed with your line manager on a case-by-case basis depending on profit levels. Again, a maximum of £1k bonus is available for each claim.
- ✓ *This type of work typically covers cloud and subscription services for software, print, phone lines and calls, mobile phone contracts, broadband and connectivity solutions.*

## The finer details

1. *Referral fees will be paid on successful sign up of new clients subject to payment of their 1st invoice.*
2. *A maximum of £1K will be paid for each successful referral.*
3. *If new clients purchase multiple services, then only one referral fee will apply and will be paid for the highest valued service.*
4. *Referrals will not be accepted for existing Air IT clients.*
5. *Referrals will not be accepted for any leads already logged in our CRM or obtained via pre-existing marketing channels and activities.*
6. *There's no limit on the number of referrals you can make.*
7. *Referral fees paid with your normal salary will be subject to normal deductions.*
8. *This is a discretionary referral bonus scheme which may be withdrawn at any time.*

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9. *This scheme does not create any ongoing contractual entitlement to commission payments*

If you have any questions about our Staff Referral Rewards Scheme, please contact your line manager or a member of the management, *who'll be delighted to help.*

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## Refer a customer today

To make a referral, please complete and return the form below and email [referrals@airit.co.uk](mailto:referrals@airit.co.uk) or [complete online](#).

### Your details

Name	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
Email	<input type="text"/>

### Who you're referring?

Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Website	<input type="text"/>
Comments	<input type="text"/>

*Thank you for your referral, we'll be in touch to discuss your reward.*