

## **NEW CLIENT BONUS FORM**

### **Instructions**

1. Complete this form *ELECTRONICALLY* and be sure to save it as you go. All fields are required and mandatory.
2. Before submitting, review the payout parameters for each new client on page two and three.
3. Send all required documentation over to Peggy, once the client has paid the invoices. She will then send along to the Firm Managing Partner for approval.
4. DO NOT submit the parameters along with the first page.

<b>Your Signature &amp; Date:</b>	
<b>Firm Managing Partner - Signature &amp; Date:</b>	

### **PLEASE COMPLETE THE FOLLOWING**

<b>Client Code</b>	
<b>Client Name</b>	
<b>Partner Contact</b>	
<b>How did the new client/business hear about us?</b>	

## **NEW CLIENT REFERRAL BONUS INFORMATION (AVAILABLE TO ALL TEAM MEMBERS)**

**Bonus Amount:** Up to 25% of 1st year's client collected fees for annuity or reoccurring engagements, subject to Maximum Bonus Amount limit for reoccurring clients.

Up to 12.5% of total client collected fees for one-time engagements, subject to Maximum Bonus Amount limit for one time engagement clients.

There must be an 80% recovery rate on the invoice. If the recovery rate is lower than 80%, a detailed explanation must be provided along with the required paperwork. The final decision regarding such cases will be determined by the Firm Managing Partner.

The form needs to be submitted within 6 months of the invoice payment. Any submissions after the 6-month deadline **will not** be taken into consideration.

**\*\***The bonus will only be disbursed once the invoice has been paid in full and the Firm's managing partner has provided their approval and signature.

In addition, **ONE** of the following must apply:

- (a) The team member has a relationship with the non-client and is directly responsible for convincing the non-client to become a client.
- (b) Refer a non-client to a Partner or senior Employee who convinces the non-client to become a client.
- (c) Directly responsible for the Firm being invited to tender on an engagement in which our tender is successful.

**Eligibility:** To be eligible for the bonus, the new client must be a result of the applicant's business development efforts or outbound marketing. Partial responsibility may qualify for a shared bonus as determined by Office Managing Partner.

### **PAYMENT SCHEDULE (REOCCURRING CLIENTS)**

Fee Range	Bonus Range	Maximum Bonus Amount
\$100 to \$500	10% of fee	\$50
\$501 to \$1,000	15% of fee	\$150
\$1,001 to \$5,000	20% of fee	\$1,000
\$5,001 and up *	Up to 25% of fee	\$2,500

*\* Percentage will be based on recovery of time to fee, adjusted for first year set up time.*

*\*\* For fees up to \$1,000, payment will be made upon collection of 1st year's billing.*

**\*\*\* For fees in excess of \$1,000, payment will be made, 50% upon collection of first year's billings and 50% upon collection of 2nd year's billings.**

**\*\*\*\* Bookkeeping only clients will not be eligible for a bonus amount**

**PAYMENT SCHEDULE (SPECIAL ONE-TIME ENGAGEMENTS CLIENTS)**

<b>Fee Range</b>	<b>Bonus Range</b>	<b>Maximum Bonus Amount</b>
\$100 to \$500	5% of fee	\$25
\$501 to \$1,000	7.5% of fee	\$75
\$1,001 to \$5,000	10% of fee	\$500
\$5,001 and up *	Up to 12.5% of fee	\$1,250

**\* Percentage will be based on recovery of time to fee.**

**\*\* Bookkeeping only clients will not be eligible for a bonus amount**