

## 2018 Global Client Referral Programme

### Terms & Conditions

#### 1. Overview

- 1.1 These terms and conditions (“**Terms and Conditions**”) apply to the following products: Office, Virtual Office or co-working and Workplace Recovery. Mailbox, Telephone Answering, Meeting Room and Membership referrals do not qualify.
- 1.2 The submission of any referral to one of the following brands: Regus and Spaces- indicates acceptance of our Terms and Conditions. Regus and Spaces reserve the right to amend or terminate these conditions at any time without prior notice.
- 1.3 The Client Referral Programme is reserved for existing customers of any of the following brands: Regus and Spaces
- 1.4 Employees of any of the above brands and their immediate families are not eligible to take part in the Client Referral Programme.
- 1.5 Entrants must be aged 18 or over.
- 1.6 In these Terms and Conditions: “**Completed Sale**” means sale where (i) the client has signed a service agreement (an “**Agreement**”) and (ii) it has paid its initial invoice.

#### 2. Referral

- 2.1 We will compensate an existing client in return for the referral of new clients which lead to a Completed Sale.
- 2.2 Following a Completed Sale, the referee will a reward paid in the form of shopping vouchers (the “**Reward**”). Subject to clause 2.3, the Reward shall equate to 5% of the deal value, rounded up to the nearest 10, with an upper limit of £1,000.
- 2.3 If the referee signs a month on month Agreement, the Reward will be calculated on a deal value equivalent to six months’ value and paid three months after the referral contract started.

#### 3. Referral submissions

- 3.1 All claims must be verified for Agreement validation at the time of submission before incentive can be given.
- 3.2 This offer cannot be used in conjunction with any other offers.
- 3.3 Any enquiry coming through existing enquiry channels will not be eligible for the referral programme.
- 3.4 A referral will only be accepted if it (i) is a new enquiry, (ii) is made via the dedicated landing page, (iii) results in a Completed Sale, and (iv) has never been entered into any of our sales system prior to this referral. Referrals cannot be made retrospectively; renewal and expansion agreements are excluded.

#### **4. Rewards Payment Conditions**

- 4.1 Referees are only eligible to claim their Reward once the referred client has signed an Agreement, paid full deposit and been a Regus or Spaces client for a minimum of 30 days.
- 4.2 If a client gives notice on their product or terminates their Agreement within 30 days the offer is not applicable and no Reward will be paid.
- 4.3 To qualify for a Reward, the referral must result in the receipt of signed Terms and Conditions in the form of our Agreements for the respective product, as well as cleared funds for the service retainer.
- 4.4 In the event of multiple clients referring the same contact/company, only the first referral receive will be eligible for the reward.
- 4.5 Referrals cannot be for a sister company or a colleague working for the same company.
- 4.6 The Reward is as stated and is not redeemable for cash. We reserve the right to provide alternative rewards of a broadly equivalent value.
- 4.7 We cannot provide any details or Agreements signed on account of confidentiality obligations to all new clients.
- 4.8 We reserve the right to amend or withdraw this offer at any time without prior notice.
- 4.9 Neither the programme nor any benefit offered by the programme creates, constitutes or gives rise to any legal or contractual rights by members against Regus and Spaces.
- 4.10 The promotion is a non-tax paid programme. Individuals and participating resellers are responsible for declaring any prizes to their local tax authority if required and paying any tax liability arising from receipt of any prizes.
- 4.11 Under the data protection legislation of various countries, we are required to particularly draw your attention to the fact that by participating in the Client Referral Programme and in order to make it possible for Regus and Spaces to perform their obligations under the programme, you accept and explicitly authorise any of the above brands, its subsidiaries and appointed third party agents, need to know and hold your personal information which is supplied by you during the course of the programme. We need this information in order to process and fulfil your orders, to let you know the status of your order, to address any queries regarding your order, tailor the referral programme based on your order data, and they may not use it for any other purposes.