

Client Referral Program Policy

Effective Date: 6/5/2025

Version: 1.0

1. GENERAL

This document establishes the terms and conditions of the Quantec Systems Client Referral Program ("the Program"), which provides monthly service discounts to current clients who refer eligible new clients. Participation in this Program is voluntary and subject to the conditions outlined herein.

2. PURPOSE

The purpose of this Program is to incentivize existing clients to refer new business opportunities to Quantec Systems by offering service credits tied to the successful onboarding of referred companies. This Program aims to expand Quantec Systems' client base while rewarding loyal partners.

3. DEFINITIONS

- **Quantec Systems:** Refers to Quantec Systems LLC, the Managed Service Provider administering this Program.
- **Client:** A business entity with an active Managed Services Agreement (MSA) with Quantec Systems and no outstanding balance.
- **Referral:** A prospective new client referred to Quantec Systems by an existing Client, submitted through an approved method.
- **Referred Client:** A business introduced through the Program that signs a qualifying MSA with Quantec Systems.
- **Qualified Referral:** A Referral that results in a signed MSA and meets all eligibility requirements as defined in Section 4.
- **Seat:** A billable end-user device or license managed under a Quantec Systems MSA.
- **Service Credit:** A recurring discount applied to the Referring Client's monthly invoice as a result of a Qualified Referral.

4. PROGRAM ELIGIBILITY

To qualify for a Service Credit:

- The Referring Client must:
 - Be an active client under an MSA with Quantec Systems.
 - Have no past-due balances at the time of referral and during the reward period.
- The Referred Client must:
 - Be a new client with no prior engagements with Quantec Systems.
 - Sign a Managed Services Agreement with a minimum term of twelve (12) months.
 - Have at least six (6) Seats under management.
- Referrals must be submitted through the official online referral form or provided in writing prior to initial sales contact with the Referred Client.

5. REWARD STRUCTURE

Qualified Referrals are eligible for the following Service Credit:

Number of Seats	Monthly Credit
6 – 49 Seats	\$150/month
50 or more Seats	\$250/month

- Credits begin once the Referred Client completes onboarding and their billing cycle has started.
- Credits are applied monthly to the Referring Client's invoice.
- Each Qualified Referral is eligible for up to twelve (12) consecutive months of credits.
- Multiple concurrent referral rewards are permitted but are capped at twelve (12) months per referral.

6. CONDITIONS AND EXCLUSIONS

- Referrals made after the sales process has already begun will not qualify.
- Self-referrals or referrals involving parent, child, or sister companies under common ownership are not eligible.
- If the Referred Client terminates their MSA early or becomes delinquent, the Service Credit will end immediately.
- Credits are non-transferable and have no cash value.
- This Program cannot be combined with other promotional discounts unless explicitly approved.

7. MODIFICATION OR TERMINATION

Quantec Systems reserves the right to modify, suspend, or terminate this Program at any time without prior notice. All decisions regarding eligibility and rewards are final and made at the sole discretion of Quantec Systems.

Reviewed by: Tyler Greer, President and Chief Technology Officer (CTO)

Date: June 6th, 2025

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