



## Referral Program Terms and Conditions

### 1. Eligibility:

- 1.1. The referral program is open to all existing clients and partners of Kelley Jorgensen Designs.
- 1.2. Referrals must be new clients who have not previously engaged with Kelley Jorgensen Designs for any services.
- 1.3. Referrers must be at least 18 years old to participate.

### 2. Referral Submission:

- 2.1. Referrals must be submitted through the official referral form on our website.
- 2.2. The referral contact must call, text, or email Kelley Jorgensen Designs within 30 days to validate the referral. Referrals not validated within this timeframe will be considered invalid.
- 2.3. The referrer must have obtained consent from the referred person/business to share their contact details with Kelley Jorgensen Designs.

### 3. Valid Referrals:

- 3.1. A referral is considered valid when the referred client signs a contract with Kelley Jorgensen Designs for a web design project.
- 3.2. The referred client must complete the project and make full payment for the services rendered.
- 3.3. Referrals that do not result in a signed contract or completed project are not eligible for the referral commission.

### 4. Commission Details:

- 4.1. Referrers will earn a commission of 10% of the project cost for each successful referral.
- 4.2. The commission is calculated based on the initial project cost agreed upon in the signed contract, excluding any subsequent changes or additional services.
- 4.3. Commissions are capped at a maximum of \$1,000 per referral.

### 5. Payment Process:

5.1. Commissions will be distributed via the payment method chosen by Kelley Jorgensen Designs (e.g., PayPal, bank transfer) within 15 days of receiving full payment from the referred client.

5.2. Referrers are responsible for any taxes or fees associated with receiving their commission.

5.3. Kelley Jorgensen Designs reserves the right to withhold commission payments if there is a dispute or if the referred client requests a refund.

## **6. Referral Limitations:**

6.1. Kelley Jorgensen Designs reserves the right to reject any referral that does not meet our quality standards or project criteria.

6.2. Referrers may not refer themselves or their own business under the referral program.

6.3. Kelley Jorgensen Designs employees and their immediate family members are not eligible to participate in the referral program.

## **7. Confidentiality:**

7.1. All information provided by referrers and referred clients will be kept confidential and used solely for the purpose of the referral program.

7.2. Kelley Jorgensen Designs will not share referral information with third parties without prior consent, except as required by law.

## **8. Modifications and Termination:**

8.1. Kelley Jorgensen Designs reserves the right to modify or terminate the referral program at any time without prior notice.

8.2. Any changes to the program will be communicated to participants through our website or email.

8.3. Modifications may include changes to the commission rate, eligibility criteria, or referral submission process.

## **9. Dispute Resolution:**

9.1. Any disputes arising from the referral program will be resolved at the sole discretion of Kelley Jorgensen Designs.

9.2. Referrers agree to abide by the decisions made by Kelley Jorgensen Designs regarding the referral program.

9.3. In the event of a dispute, Kelley Jorgensen Designs' decision will be final and binding.

**10. General Terms:**

10.1. By participating in the referral program, referrers agree to comply with these terms and conditions.

10.2. Kelley Jorgensen Designs reserves the right to disqualify any referrer who violates these terms and conditions or engages in fraudulent activity.

10.3. The referral program is subject to all applicable federal, state, and local laws and regulations.

By participating in the referral program, you acknowledge that you have read, understood, and agree to these terms and conditions.