

## Customer Referral Program for Employees

### Rules – Updates Effective June 20, 2022

- Everstream employees who refer a new customer to Everstream are eligible to receive a monetary payout when the customer they referred is signs a contract and is installed.
  - Payout will happen after initial order implementation.
- Employee must be employed by Everstream at the time of installation/payout.
- Payout is equal to the Monthly Recurring Revenue of the initial order on an account level up to \$1,000\*.
  - Employee will not receive payout on additional locations or upgrades made after initial sale.
- Ongoing program for all Everstream markets.
- All non-commissioned employees up to and including Director level are eligible to participate.
- Referred businesses should be vetted by employee prior to submitting
  - i.e. Employee has a personal connection, spoke to a business owner while on a job site, or similar
  - Bulk submissions based on proximity to network or other will not be considered for payout.
- Qualifying submissions will be paid out on account level
  - i.e. Employee will not be paid for each location/opportunity
- Lead must be sold within one year of submission to be eligible for referral bonus
- Leads must be submitted through the online form at [everstream.net/employee-referrals](https://everstream.net/employee-referrals). Any lead not submitted through the form will not be eligible for payout.
  - Only fill out one form submission per business.
    - Do not submit for multiple locations for the same business/contact
- Submissions will be routed directly into Salesforce and assigned to an Everstream sales rep based on the Regional Sales Director's discretion.
- Lead will be contacted by the assigned Everstream sales rep within 2 business days of form submission.
- Payout will be made to an employee as a payroll bonus.
- Other restrictions may apply. Final decision on qualifying submissions will be made by the Everstream Executive Team.
- For any questions or concerns, please contact Digital Marketing Manager Sarah Gilbert at [sgilbert@everstream.net](mailto:sgilbert@everstream.net)

*\*New payout calculation will be in effect for any installed sale that occurs after June 20, 2022*