

## PARTNER REFERRAL PROGRAM

*Earn rewards by introducing companies that can benefit from nearshore software development support.*

How It Works:	Your Rewards:
<ul style="list-style-type: none"> <li>❖ Introduce First Factory to a company that could benefit from nearshore development support.</li> <li>❖ We'll collaborate to qualify and close the opportunity.</li> <li>❖ You earn a commission or revenue share when the client signs.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Up to 10% of the first-year contract value</li> <li>❖ Quarterly payouts for up to 12 months based on the volume of business resulting from your referrals</li> <li>❖ Co-marketing budget available for alliance partners</li> </ul>

### Partner Levels and Revenue Splitting

Unlock new revenue by referring qualified opportunities to First Factory and earn escalating rewards as your partnership grows. Our tiered program is designed to make referrals simple, predictable, and financially meaningful—whether you send one introduction or dozens each year.

Referral Tier	Annual Referrals	Deal Payout	Payout Duration	Additional Partner Benefits
<b>Referral</b> (Tier 1)	<b>0-5</b>	<b>5%</b> contract value	<b>≤ 6</b> months	Standard program benefits
<b>Strategic</b> (Tier 2)	<b>6-12</b>	<b>8%</b> contract value	<b>≤ 9</b> months	Partner badge, pipeline reviews
<b>Alliance</b> (Tier 3)	<b>12+</b>	<b>10%</b> contract value	<b>≤ 12</b> months	Co-marketing, executive alignment, joint events & webinars

## What Counts as a Qualified Referral?

A referral qualifies when the following are met:

- The company has **\$10M+ annual revenue**
- The company is based in the **U.S. or a similar market**
- There is a **clear software development or staff augmentation need**
- You make a **direct introduction**
- They agree to a **discovery call within 30 days**
- The referral is logged via the **official form within 48 hours**

## When Do I Get Paid?

You receive your reward when:

- The referred client **signs a contract** with First Factory
- The referred client's **first payment** is received and clears
- The referred client's engagement remains **active for 60 days**

**Payout timing:** Within 30 days after the new client's first payment is confirmed

**Payout options:** ACH, account credit, or donation

## REFERRAL PROGRAM FAQs

**Q: Who can make a referral?**

A: Any current or past client, partner, or professional contact of First Factory.

**Q: What kind of company qualifies?**

A: U.S.-based businesses (typically \$10M+ revenue) with software development needs—either project-based or ongoing staff augmentation.

**Q: How do I submit a referral?**

A: Use the official Google Form [here](#). It takes less than 60 seconds.

**Q: What counts as a qualified referral?**

A: A net-new introduction that fits our ICP and agrees to a discovery meeting.

**Q: How will I know if my referral is accepted?**

A: You'll receive a confirmation email once we validate it.

**Q: How do I get paid?**

A: Once your referral becomes a paying client and remains active 60 days, your payout is processed within 30 days of payment clearing.

**Q: What rewards are available?**

A: Cash, account credit, or charitable donation.

**Q: How much can I earn?**

A: Client referrals: \$2,000–\$3,500 average; Partner referrals: 5–10% of deal value.

**Q: Are there limits on referrals?**

A: No limits—multiple payouts allowed for distinct companies.

**Q: Can I refer myself or my employer?**

A: No—self-referrals and current employer engagements are excluded.

**Q: Who do I contact with questions?**

A: Email [info@firstfactory.com](mailto:info@firstfactory.com) or reach out to your Client Services contact.

## TERMS & CONDITIONS

### 1. Program Eligibility

- 1.1. The First Factory Partner Referral Program ("Program") is open to individuals and businesses that refer qualified opportunities leading to new First Factory client engagements.
- 1.2. First Factory reserves the right to approve or decline participation at its discretion.
- 1.3. Program tiers are based on the number of qualified referrals submitted and closed within a rolling 12-month period.

### 2. Definition of a Qualified Referral

A referral is considered qualified when the following criteria are met:

- 2.1. The referred company is not an existing client or active opportunity within First Factory's pipeline in the previous 12 months.
- 2.2. The referral includes direct introduction via email or meeting, with contact information and relevant context.
- 2.3. The referral has an identified nearshore software development need and budget aligned with First Factory services.
- 2.4. The referral results in a new signed contract for project work or retainer work completed by First Factory.

### 3. Partner Tiers

- 3.1. **Referral (Tier 1):** 0–5 referred deals per year
- 3.2. **Strategic (Tier 2):** 6–12 referred deals per year
- 3.3. **Alliance (Tier 3):** 12+ referred deals per year
- 3.4. Tier status is reviewed on a trailing 12 month basis and may move up or down based on referral volume.

### 4. Payout Structure

Payouts apply only to new clients who sign a contract with First Factory as a result of a qualified referral.

#### 4.1 Project Engagements

- **Tier 1:** 5% of project value
- **Tier 2:** 8% of project value
- **Tier 3:** 10% of project value

#### 4.2 Retainer Engagements

- **Tier 1:** 5% of annualized contract value, paid up to 6 months
- **Tier 2:** 8% of annualized contract value, paid up to 9 months
- **Tier 3:** 10% of annualized contract value, paid up to 12 months

- 4.3. Percentages always apply to the client's net fees paid to First Factory (excluding expenses, pass-through costs, or taxes).
- 4.4. Payouts cease if the client terminates the engagement early.

### 5. Payment Terms

- 5.1. All commissions are paid quarterly based on revenue received from the client.
- 5.2. First Factory must receive full payment from the client before any partner payout is issued.
- 5.3. Partners must provide valid payment info

### 6. Referral Attribution

- 6.1. Only the first partner to submit a qualified referral will be credited for that referral.
- 6.2. First Factory will notify the partner within 5 business days if the referral is already known or in an active sales cycle.

### 7. Exclusions

- 7.1. Internal employees, contractors, or agencies working directly for First Factory are not eligible unless explicitly approved.
  - 7.2. Referrals that do not align with First Factory services or fail to meet qualification criteria do not earn payouts.
  - 7.3. Renewal contracts, upsells, and expanded scope from existing clients are excluded unless otherwise agreed in writing.
- #### 8. Partner Responsibilities
- 8.1. Partners must represent First Factory services accurately and professionally.
  - 8.2. Partners may not make binding promises, discounts, or commitments on behalf of First Factory.
  - 8.3. Partners must comply with all applicable laws and ethical standards.

### 9. Program Benefits for Alliance Partners

Alliance Partners (Tier 3) receive the following additional benefits:

- Co-marketing and joint promotional opportunities
- Executive alignment meetings
- Eligibility for joint events, webinars, and partner spotlights
- Access to partner support resources

### 10. Modifications to the Program

- 10.1. First Factory reserves the right to modify or terminate the Program at any time.
- 10.2. Any changes will be communicated to active partners in writing before taking effect.
- 10.3. Changes will not impact payouts already earned for closed deals.

### 11. Confidentiality & Data Protection

- 11.1. All shared information regarding referrals, prospects, or First Factory processes must be kept confidential.
- 11.2. Partners must handle all client information in compliance with relevant data protection laws.

### 12. Acceptance of Terms

Participation in the Program constitutes agreement to these Terms & Conditions.