PASS THE BUCKS
CLIENT REFERRAL PROGRAM

OVERVIEW

Unlike our candidate referral program, APC's *Pass the Bucks* offers rewards for **client** referrals!

It's quite simple:

1) You refer potential new clients to us.
2) We'll follow up with you to arrange a warm introduction.
3) If we ultimately place professionals with the referred client, you get paid $1 for each hour a professional works within their first year!

The rewards can really add up. For example, if you refer us a new client that engages five full-time professionals for a year, you'd get paid **$10,000**! And all for just helping connect us with people you already know.

A new client may be:

1) A company we don't currently work with;
2) A department at one of our current clients, so long as we've not previously worked with that department.

So, what are you waiting for? Start referring clients today so APC can pass you the bucks!

TERMS & CONDITIONS

Referrals

APC highly values all client referrals and we prioritize your privacy. When you submit your confidential referral information to APC, know that we will not contact your referral without speaking with you first. Trust and discretion are of utmost importance to APC and we treat each referral relationship with respect.

A valid referral has five key characteristics:

1. An original opportunity which is unknown to APC prior to referral. The new business opportunity must be one that we were not working on already or one which we would not have received without the referral.

2. Referrer must document the opportunity with APC management prior to order being received. Complete the Pass the Bucks Referral form to satisfy this requirement.

3. Referrer must assist in arranging introductions/meeting with the potential client to discuss the opportunity and APC's capabilities.
4. APC must be given an exclusive or a preferred vendor position on the job opportunity as a result of the referral. Simply referring a new job opportunity is not sufficient.
   For example:
   - It may have been published in the newspaper that a particular client is hiring a large number of people. Just providing that information is not enough. To qualify for the program, you would need to bring this information along with a referral contact that ultimately results in placements.
   - Currently APC works on a number of large client accounts where all open contract opportunities are sent to a set of approved vendors. These vendors are expected to respond to the requirement. Often, client managers still want to work with specific vendors with whom they have a relationship. If you can assist with cultivating this relationship so that APC may have a preferred vendor position on placements, you will be eligible for the program.
5. APC is provided the opportunity to service the client.
   Additionally:
   - Referral payments for *Pass the Bucks* are not eligible for payrolling or invoicing services for non-recruited personnel, or for engagements resulting in APC earning less than $4.50 gross profit/hr.

APC retains the sole discretion as to whether to accept potential business. APC also retains the sole discretion to determine whether business was secured as a result of your referral, and the scope of the initial business relating to your referral.

This program does not create a contract, either express or implied, for employment or an engagement with APC. Because APC's business goals and profit margins may change, APC reserves the right, in its discretion, to change or eliminate the *Pass the Bucks* bonus terms.

Persons not eligible for *Pass the Bucks* program

Client personnel or spouses (potential conflict of interest), APC Sales and Recruiting personnel, and/or APC management (new client acquisition is considered a standard portion of these professionals' job descriptions).

Payments

1. Successful referrals are paid out in the form of $1.00 per hour of services billed for every APC professional engaged for up to one year due to your client referral.

The year for a new client does not start until the first placement has started the assignment. The year for each professional does not start until the start of the first day of his/her assignment.

2. Any placements for **one year** from the date of the first placement are eligible for the *Pass the Bucks* referral bonus for one year.
   For example:
   - If a professional is hired **364 days** after the first placement, you would receive a referral fee for one year on that placement- On day 365 you would cease to receive a referral fee for the first placement.
   - However, if a placement was made **366 days** after the first placement, you would not receive anything for that placement.
3. *Pass the Bucks* bonuses are calculated after each invoicing period. Referral bonuses are paid once our invoice for the services has been approved and paid by the client.
4. Bonus income is subject to state and federal taxes. Payments made to non-employees or non-incorporated firms must be reported to the IRS on a 1099-MISC.

This bonus program does not create a contract, either express or implied, for employment or an engagement with APC. Bonuses are earned at the end of each invoicing period. Because APC's business goals and profit margins may change, APC reserves the right, in its sole discretion, to change or eliminate the bonus terms.