

Referral Acknowledgment

- ⏪ What if you were to connect two companies that would benefit from each other? What if you engineered a deal between them?
- ⏪ Often people discount the value of a good contact or introduction – they can make millions from just one good connection and you should be compensated for your effort and knowledge.
- ⏪ See also the “Finder’s Fee – Sale” agreement as well as the “Finder’s Fee - Investors” agreement. Depending upon the kind of deal/partner you have found, this is the other component referred to by this letter.
- ⏪ This letter can be used for introducing a third party to a client with whom you have established an agreement to receive a finder’s fee. It may also be used in conjunction with the Lehman Formula Agreement.
- ⏪ There is no need here for a cover memo to introduce the agreement – the agreement is the letter of introduction.

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 **Do Not Use This Agreement 'As-Is.'**
- 🔊 **This Agreement Is Not Legal Advice.**
- 🔊 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔊 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔊 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


- Please visit our website under [Expert Referral Network](#).

Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

[Company Legal Name]

[Address] * [City], [State] [Zip Code]

[Telephone] * [WebSite Address]

[Date]

[Name]

[Title]

[Company Name]

Dear [xxx],

Referral Acknowledgment

☞ You may want to withhold revealing your contact info prior to completing this agreement.

I have spoken with my contact [] [third party company] today who is expecting your call and is looking forward to discussing your [product/services].

Per our conversation of [date], I understand that I am to receive [X%] of all fees and commissions received by you and/or [third party Company] as a finder's fee in compensation for my efforts in putting you in contact with [third party]. I understand that my percentage shall be paid when you receive your payment from [third party].

☞ Often people discount the value of a good contact or introduction – they can make millions from just one good connection and you should be compensated for your effort and knowledge.

I have [attached / will forward upon approval of this agreement] their contact information as well as additional information including [brochures, news releases, a prospectus for a stock offering, statement of [third party]'s current (as of this date) business situation] provided as background information.

If this agreement meets with your approval, please sign it and return it to me.

I look forward to enjoying a successful ongoing relationship with you and your associates. I wish you much success in your interactions with [third party].

It has been my pleasure to put you in contact.

Sincerely,

[Owner/Founder]

☞ This letter may stand alone as proof of your agreement and the fact that you did indeed make this referral, but it is best to have their signed agreement to be absolutely certain. (Trust in their handshake, but get them to sign your written contract.)

Please acknowledge receipt of this referral by signing below and returning this letter to me via fax (xxx-xxx-xxxx) or mail.

I agree that [Your Name] introduced myself and [third party] to the above Client, and I agree to the above terms.

[Signature]

[Date]

