

Date: [Insert Date]

Between:

[Your Company Name]
[Your Address]
("The Referring Party")

And:

[Recipient Company Name]
[Recipient Address]
("The Receiving Party")

Subject: Non-Exclusive Outbound Client Referral Agreement

Dear [Recipient Name],

This letter sets forth the terms and conditions under which The Referring Party may, from time to time, refer potential clients ("Prospective Clients") to The Receiving Party.

1. Non-Exclusivity: This agreement is non-exclusive. The Referring Party is free to refer clients to other third parties, and The Receiving Party is free to accept referrals from other sources.

2. Referral Process: A referral is considered valid only when The Referring Party provides a written introduction via email or formal document to The Receiving Party, and the Prospective Client has not previously engaged with The Receiving Party.

3. Referral Fee: In the event that a Prospective Client enters into a binding contract with The Receiving Party within [Number] months of the referral, The Receiving Party agrees to pay The Referring Party a fee of:

- [Percentage]% of the initial contract value; or
- A flat fee of \$[Amount].

4. Payment Terms: Referral fees shall be paid within [Number] days of The Receiving Party receiving payment from the referred client.

5. Term and Termination: This agreement commences on the date of signing and shall continue until terminated by either party with [Number] days' written notice. Any referrals made prior to termination shall remain subject to the fee structure outlined above.

6. Confidentiality: Both parties agree to maintain the confidentiality of any proprietary information or client data shared during this process.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature of Authorized Representative

Printed Name and Title

Date