



Referral Policies and Procedures

We are so pleased to welcome you as a MotionTemps referral partner! We look forward to partnering with you in hopes that both our perspective businesses will become prosperous. We ask that you please take a few moments to review the following policies and procedures. We hope that these policies and procedures will aid in creating a working environment conducive for all involved. Should you have additional questions, please don't hesitate to contact MotionTemps by phone or e-mail.

The Referral Policies and Procedures document was created out of the necessity of MotionTemps' clients seeking professional assistance in complimentary areas. MotionTemps is an invaluable resource for completing necessary communications, management projects and much more. On occasion, MotionTemps may not be able to complete the desired service requested by the Client. That's why MotionTemps has compiled a wide network of proven professionals or Referral Partners working in complimentary areas. The Client will still need to make the final decision about whether or not to work with that professional, and the relationship developed between the Client and the professional will exist outside of the relationship maintained between the Client and MotionTemps.

This Agreement is made between **Carolyn D. Davenport-Moncel**, president of **MotionTemps, LLC** (hereafter known as "MotionTemps") and _____ (hereafter, known as the "Referral Partner"). This agreement will be mutual but not exclusive.

TERMS: The Referral Partner agrees to pay MotionTemps a five (5) percent finders fee for each time MotionTemps refers a new client to the Referral Partner and the Referral Partner accepts the project and completes it.

Similarly, MotionTemps agrees to pay the Referral Partner a five (5) percent finders fee for each time the Referral Partner refers a new client to MotionTemps and MotionTemps accepts the project and completes it.

Paris:

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fax + (011) (33) (01) 49 97 90 59
e-mail: info@motiontemps.com

Chicago:

11519 South Laflin Street
Chicago, Illinois 60643 U.S.A.
tel + 877 818 3864
fax + 877 815 0167
www.motiontemps.com

CONTACT INFORMATION: The MotionTemps office will make every attempt to remain available to the Referral Partner at all times during business hours. The Referral Partner is free to contact MotionTemps by any of the following methods below:

Direct Tel./Fax: +011.331.4997.9059

Tel. (U.S): +877.818.3864

Fax (U.S.): +877.815.0167

Email: motiontemps@hotmail.com or carolyn@motiontemps.com

FEES: Upon the completion of a project and payment from the Client, MotionTemps agrees to pay immediately the finders fee to the Referral Partner. Similarly, upon the completion of a project and payment from the Client, the Referral Partner agrees to pay immediately the finder's fee to MotionTemps. Please make all checks payable and mail to:

**MotionTemps, LLC
Attn. Nancy Dshida
NMD & Company
155 Harbor Drive, Suite 5302
Chicago, IL 60601**

Clients are also welcome to make payments directly to MotionTemps by visiting the website at http://www.motiontemps.com/make_payment.html.

DISCLAIMER – NOTICE OF LIABILITY: MotionTemps is not responsible or cannot be held liable for the Referral's Partner failure to perform any aspect of a project in a timely manner for a Client. Similarly the Referral Partner is not responsible or cannot be held liable for MotionTemps' failure to perform any aspect of a project in a timely manner for a Client.

RENEWAL: The Referral Partner and MotionTemps may review their working relationship again one (1) year from the date of this contract, at which time both parties can decide to renew and expand their working relationship and/or adjust for changes in services, fees, etc. The contract can be terminated prematurely if both MotionTemps and the Referral Partner agree to do so.

AGREEMENT: _____ agrees to become a Referral Partner of MotionTemps, **LLC**. The Referral Partner has read and agrees to the terms set forth in this Contract. Similarly, **MotionTemps, LLC** agrees to become a Referral Partner of _____. **MotionTemps, LLC** has read and agrees to the terms set forth in this Contract.

This is the entire Agreement of the parties and cannot be changed or modified orally. There are no other Agreements, written or verbal, concerning the matters contained herein. This Agreement supersedes any supplemented, amended or revised in writing only by Agreement of the parties.

REFERRAL PARTNER: _____

CONSULTANT: MotionTemps

By: _____

By: 

Name: _____

Carolyn Davenport-Moncel

Title: _____

President

Address: _____

102-110 Avenue Marceau
Suite 87

92400 Courbevoie FRANCE

Date: _____