

REFERRAL PARTNER AGREEMENT

THIS REFERRAL PARTNER AGREEMENT (Hereinafter "**Agreement**")
is entered into this _____ day of _____ 20____,

By and between CAA Software, Inc. a Georgia Corporation, with a Legal mailing address of P.O. Box 433,
Dahlonega. GA 30533 (Hereinafter "**CAA or Company**")

And _____, Address: _____

City: _____ State: _____ Zip: _____ (Hereinafter "**Referral Partner**")

Email: _____ Cell Phone: _____

CAA and Referral Partner do at this moment agree to abide by the terms set out in this Agreement. The terms of this Agreement are as follows:

1. **Duties**

The Company approves the Referral Partner for the following purposes: Referral Partner is granted the privilege and rights of introducing CAA and the Church MemberLink Church Management Software program to the members of a church's staff for the timely follow-up of a possible subscription sale. The Referral Partner will submit a referral email notification to CAA for contacting, demonstrating products, and obtaining the subscription sale of its Church MemberLink Software program

2. **Independent Contractor**

This Agreement will not render the Referral Partner as an employee or partner with the Company for any purpose other than what is stated above. The Referral Partner is and will remain an independent contractor in his or her relationship to the Company. The Company will not be responsible for withholding taxes concerning the Referral Partner's compensation hereunder. The Referral Partner will have no claim against the Company for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

3. **REFERRAL SUBMISSION REQUIREMENTS**

- 1- The Referral Partner must have made contact with the church staff contact person, have discussed CAA and the Church MemberLink software program, and told the church staff contact person to expect our follow-up call.
- 2- After the initial contact, send an email to Referral@CAAsoftware.com and copy it to the church staff contact person.
- 3- The subject line of the referral email must read: "**MemberLink Referral.**" and the email must contain a brief message referencing the previous contact.
- 4- The referral email must contain the church name, the name of the person to be contacted, the contact person's phone number and email address, and the church's street address and phone number

4. Referral Partner Compensation

CAA will pay the Referral Partner a \$200 compensation fee for each subscription sale of its Church MemberLink software package to a church that is referred to CAA by the Referral Partner, and if the subscription sale was completed within 90 days of referral submission date to CAA

The Referral Partner shall lack the authority to bind CAA to any agreement or contract unless or until the Referral Partner obtains written consent from CAA in advance.

5. Compensation Payments

1- The settlement of \$200 that is paid on an annual payment subscription sale will be processed after three days of the church’s first annual payment.

2- The settlement of \$200 that is paid on a monthly payment subscription sale will be made in two equal payments of \$100 each. The first payment of \$100 will be processed within three days after the church’s first monthly payment. The second payment of \$100 will be processed within three days after the church’s third monthly payment.

6. Term

The term of this Agreement will remain in effect until such time that either party gives written notice to the other party of his or her intent to end this agreement. Notification by email will be deemed sufficient when verified by a return email acknowledgment and/or a follow-up phone conversation; or sent by certified mail, with a return receipt requested.

The parties shall each have the right from time to time to change the mailing address for notice to be given under this paragraph by written notice to the other party.

The parties as a result of this indicate by their signatures below that they have read and agree with the terms and conditions of this Agreement in its entirety.

by CAA Software, Inc.

Print Name: _____

Sign Name: _____

Title: _____

by Referral Partner

Print Name: _____

Sign Name: _____

Title: _____