

HUNTER ADMIN

Referral Partner Agreement

This agreement sets out the terms of the referral partnership between Hunter Admin ("we", "us") and the Referral Partner named below ("you", "Partner"). It is designed to be simple and transparent.

1. How It Works

You introduce SME founders or small business owners to Hunter Admin by email (hello@hunteradmin.org) or by sharing the referral link. We contact the referred prospect within 24 hours and manage the relationship from that point. You are not expected to sell, pitch, or follow up on our behalf.

2. Referral Rewards

Partner Type	Audit Reward	Retainer Bonus	Example Total
Existing Client	£100 retainer credit	£150 retainer credit	£250 credit
Professional Partner	10% commission on first 3 months of retainer	Included in commission	£255-£420
Network / Community	£75 voucher (John Lewis or Amazon)	£75 additional voucher	£150 in vouchers

Rewards are triggered when the referred prospect books and pays for a Business Clarity Audit (£450). Commission is paid after the client's invoice is settled, not on signing. Vouchers are sent within 14 working days of the qualifying event.

3. Eligibility

Referrals must be new to Hunter Admin (not existing or previous clients). The referred prospect must name you as the referrer, or the introduction must come directly from you. There is no cap on the number of referrals you can make.

4. Partner Listing

By signing this agreement, you consent to being listed as a trusted partner on the Hunter Admin website Partners page. This listing may include your name, business name, and a brief description of your services. If you would prefer not to be listed publicly, please indicate this below and we will keep the partnership private.

5. Reciprocal Referrals

Where appropriate, Hunter Admin will actively refer clients to you for services that complement our OBM offering. This is offered in good faith and is not a guaranteed volume commitment.

6. Duration and Termination

This agreement runs on a rolling basis from the date of signing. Either party may end the partnership at any time by giving 30 days' written notice by email. Outstanding referral rewards for introductions already made will still be honoured. Hunter Admin reserves the right to amend the reward structure with 30 days' notice.

7. General Terms

This agreement does not create an employment, agency, or joint venture relationship. Both parties remain independent. All referral rewards are subject to standard UK tax obligations; it is the Partner’s responsibility to declare income as required. Hunter Admin is not liable for any losses arising from referral activity. This agreement is governed by the laws of England and Wales.

Referral Partner

Hunter Admin

Name: _____
Business: _____
Email: _____
Date: _____

Name: Gemma Hunter
Business: Hunter Admin
Email: info@hunteradmin.org
Date: _____

Signature: _____

Signature: _____

Hunter Admin Partners Page
(Delete as appropriate)

I consent to being listed on the

I prefer NOT to be listed publicly