

What information do I need to provide to submit an introduction?

In order to submit an introduction we need your client's full name, email address, phone number, and location of interest. Additional information (e.g. number of desks, etc.) will help us speed up the process. Please submit your lead to daniel@commons.work

Is there a limit to how many clients I can introduce?

No. The more clients you introduce, the more you can earn! What do I get if I introduce my client to Commons? For New Business introductions, you will receive the greater of 10% of year 1 fees or 5% of the Total Contract Value, all paid upfront. A deal is considered New Business if it is for an Account in a building in which that Account previously occupied no desks. For Renewals & Expansions within the same Commons location, you will receive 3% of the Net Total Contract Value, all paid upfront. A deal is considered an Expansion or Renewal if your client previously occupied at least one desk in the location.

When will I receive my fee payment?

When your client joins Commons, you'll receive your initial fee payment within 30 days of client signing their membership agreement. How will I know if my client introduction was successful? You'll receive an email from Commons as soon as your client signs a membership agreement.

Will I earn additional fees if my client expands at Commons?

Yes. If you are actively involved in your client expanding at the same location, you will earn 3% of the Total Contract Value for the expansion.

How can I maintain my own relationship with my client?

We want the sales process at Commons to be as inclusive and transparent as possible - meaning you may remain as involved as you'd like to be. We'll never reach out to a client without your permission, and you're always welcome to accompany clients on tours of the space.

How do I know which features and amenities each Commons location has?

If you have location-specific questions regarding availability or amenities, please email **daniel@commons.work** and we'll put you in touch with the appropriate Commons contact. Location information is also listed at www.Commons.work

Do I have access to any Commons benefits or events for participating in the Commons Referral Program?

For full access to Commons benefits you must have a Commons Membership, but partnering with Commons means exclusive invitations to events like happy hours and locations previews.

How can I get help if I have additional questions?

If there's something we didn't address above, please reach out to Daniel@Commons.work and someone from the Commons team will be in touch to help with any questions or concerns.

Which membership plans qualify for a fee?

Commons will honour fees for the successful introduction of members that sign an agreement for Private Offices, dedicated desk(s), or Hot Desk memberships.

How does the Commons sales process work?

If you choose to allow Commons to contact your client directly, a member of our sales team will reach out to your client via the phone to determine specific location preferences, then schedule an in-person tour where we have a chance to explain our services, benefits, and community while showcasing the physical space. If you do not give Commons permission to contact your client directly, a member of our sales team will reach out to you first to discuss your client's workspace needs.

How can I support the sales process?

Our sales team is well-versed in Commons's offerings, so immediately communicating your client's questions and concerns to our team will ensure an appropriate response.



REFERRAL PARTNERSHIP PROGRAM

Q & A

Can I be involved in the process with my client?

We want the sales process to be as transparent as possible and for you to remain as involved as you'd like. We'll never reach out to a client without your consent, and you're always more than welcome to come along on tours of the space.

Can I give the tour myself?

Yes, but a Commons Sales team member must always accompany you in order to help you answer any questions that come up.

How can I learn more about Commons so I can sell it to my client?

Please visit [Commons.work](https://commons.work) for information about our products and services. If you'd like specific marketing material or collateral, email **daniel@commons.work**/**laura@commons.work** or feel welcome to come for a tour in any of our locations.