

Partnership working and referrals

May 2016 v2

Introduction partnership

This is our simplest referral scheme. If a new client tells us they were informed of our system by you (our partner), then once we have signed up and received payment from that client, we send you an invitation to invoice us for your referral fee.

1. Partner introduces client to Mobile Office.
2. Mobile Office works directly with client including invoicing (no further involvement with client by partner – in regards to our services).
3. If client signs up with us, you our partner are informed once we have received payment, and invited to invoice us for an agreed percentage of the client sign-up fee.

Partner managed

We realise that consultancies with established clients may prefer, or their clients may prefer, to deal with each other rather than putting the client in touch with us. This is understandable on an accounting simplicity basis, and it can help to provide reassurance to existing long-term clients. The steps below set out in simple terms how our system works on this basis.

1. Partner signs up client for Mobile Working Risk Management System (MWRMS).
2. Partner purchases MWRMS from us, notifying us of purchase using client details.
3. Partner obtains names and email addresses of employees to be assessed and forward these to us – from these we generate links to employees' assessments.
4. We send those links to partner, for partner to forward to client.
5. Client employees complete online assessments, Mobile Office analyses the data, prepare reports and send to partner for dissemination to client
6. Partner invoices Mobile Office for an agreed percentage of the package price.

Client Customisation

We know that some clients prefer to keep as much as possible to their own internal branding styles. To accommodate this we offer the following customisation:

Full customisation

- a) Change colours and font throughout to match clients branding*
- b) Replace Mobile Office logo with client company logo
- c) Add company specifics in assessments and/or guidance document, e.g. internal referral point.
- d) Add in questions, up to 5 at no extra cost**
- e) Modify assessment question wording to personalise to company

The full customisation will be marked discretely in the guidance document as being under license from Mobile Office Ltd. [Contact us](#) for further details.

Minor customisations

We can do one or more of the customisations listed above on a cost per item basis. Changes will be based on clients' requirements and charged at development fee day-rate. [Contact us](#) for details.

**Within parameters set by form hosting site: custom colour schemes and 26 fonts available.*

***Additional questions (more than 5) subject to development day-rate fee – contact us for details.*