



# Elite Signing Services

Nationwide Mobile Notaries, Making YOUR Service Better

**6041 Big Bend Drive**

**Roseville, California 95678**

**Phone 916.878.6637**

**Fax 916.669.8066**

## **Referring Account Executive Agreement**

By signing below, \_\_\_\_\_ ("Account Executive") acknowledges and understands that he/she has agreed to provide Elite Signing Services ("Company") with referrals for clients needing services for loan document signings and acts of Notaries Public. This is an independent contractor agreement and Account Executive acknowledges that he/she is not an employee of the Company for any purpose. As an independent contractor, he/she is not eligible for, and will not accrue or receive, any employee benefits including, but not limited to, insurance benefits, vacation, holidays and/or pension benefits. The Company maintains no worker's compensation insurance applicable to Account Executive.

This agreement shall commence as of the date listed below, and shall have a term of one year. The agreement will automatically renew unless otherwise directed by either of the parties to this agreement. This agreement may be terminated by either party, for any reason, with 30 days prior written notice.

Account Executive agrees to be paid a referral fee equal to 25% of Elite Signing Services' commission per completed document signing ordered by an established referred client. No taxes will be deducted from the check and Account Executive acknowledges that it is his/her sole responsibility to report and pay any taxes due as an independent contractor.

Account Executive acknowledges that by entering into this agreement, it will be necessary for Account Executive to share with Elite Signing Services the names, addresses, contacts within companies, and other identifying information of the customers with whom the Account Executive is currently doing business with. Account Executive acknowledges that Elite Signing Services will not disrupt or attempt to disrupt the already established relationship, contractual or otherwise, between Account Executive and their established client. Due to the nature of this business other notaries may have contacts in the same office as the account executive's clients, and in some cases, the same contact. If this should happen Elite will pay out funds based on how the signing was set up. If the title company logs into Elite Signing Services and sets up the signing with the Account Executive's profile, the Account Executive will receive the referral. If the other referring Account Executive is used, they will receive the referral fee. Only one referral will be paid per accommodation signing request.

Account Executive agrees to maintain at his/her sole expense all required licenses, permits, commissions, bonds and insurance applicable to Notaries Public. Account Executive shall maintain comprehensive general liability and vehicular liability insurance for claims of bodily injury, including death, with limits at least equal to the minimum amount required by law, covering Account Executive in the course of performing Account Executive's duties under this Agreement.

NOTE: This agreement must be accompanied with a signed W-9 Form, Notary Public Certificate, Clear Copy of Drivers License. Notary Contract and Notary Application (available at [www.elitesignings.com](http://www.elitesignings.com)).

I have read and agree to the terms and conditions of the above Agreement with Elite Signing Services.

\_\_\_\_\_  
Referring Account Executive – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referring Account Executive – Sign Name