

Contractors: Introducers Agreement.

Contractor Introducers Agreement – Clarified Terms for Contractors Introductions and Remuneration.

This Introducers Agreement (“Agreement”) is made between London Carpentry Specialists Ltd, the undersigned Principal (“we”, “us”, or “our”), and the Contractor (“Contractor”, “Contractors” or “Introducer”), for the purpose of regulating the introduction of Homeowners to the Principal and setting out the terms under which the Introducer shall be remunerated in accordance with the relevant Option selected by the Homeowner. The Contractor details are identified in Schedule 1 of this Agreement.

1. Interpretation

- 1.1.1 Contractor: The party effecting the introduction between the Principal and the Homeowner.
- 1.1.2 Homeowner: The individual or entity seeking to enter into a Licensing Agreement with the Principal, as introduced by the Contractor.
- 1.1.3 Licensing Agreement: An agreement entered into between the Principal and the Homeowner, following the introduction by the Contractor.
- 1.1.4 Option: The specific commercial arrangement chosen by the Homeowner, as set out in Clause 3 below and associated remuneration to the Contractor.

2. Appointment and Scope

The Principal hereby appoints the Contractor as an introducer under the terms of this Agreement. The Introducer’s role is strictly limited to the introduction of potential Homeowners, and nothing in this Agreement shall be deemed to create an employer/employee relationship, partnership, or joint venture between the parties.

3. Options and Remuneration

Upon the successful introduction of a Homeowner who enters into a Licensing Agreement, the following terms shall apply according to each individual Homeowner/s Licencing Agreement Option:

3.1.1 Option 1 – Commission Payment

3.1.2 The Principal shall pay the Contractor a commission equivalent to 10% of the applicable fee received by the Principal in connection with the Licensing Agreement entered into with the Homeowner introduced by the Principal.

3.2.1 Option 2 – Commission Payment

3.2.2 The Principal shall pay the Contractor a commission equivalent to 10% of the applicable fee received by the Principal in connection with the Licensing Agreement entered into with the Homeowner introduced by the Principal.

Option 3 – Commission Payment

3.3.1 The Principal shall pay the Contractor a commission equivalent to 10% of the applicable fee received by the Principal in connection with the Licensing Agreement entered into with the Homeowner introduced by the Principal.

4. Clarification of Commission and Top-Up Structure

4.1.1 The Principal will pay the Contractor a commission equal to 10% of the relevant fee that the Principal receives from any Licensing Agreement entered into with a Homeowner introduced by the Contractor.

4.1.2 If the Contractor provides Training on a Loft Conversion to a Homeowner introduced to one of the Principal's Trainees, the Principal agrees to pay the Contractor a commission of 20% of the fees received from the related Licensing Agreement with that Homeowner. This 20% commission includes a 10% Top-Up in addition to the standard 10% commission.

4.1.3 If the Contractor provides an Apprenticeship lasting at least two years to a Trainee introduced by the Principal, the Principal will pay the Contractor a commission equal to 30% of the fees received from the relevant Licensing Agreement with the Homeowner. This 30% commission includes a 20% Top-Up in addition to the standard 10% commission.

4.1.4 Once a Trainee has formally signed either a training or apprenticeship agreement with the Contractor, the Contractor is entitled to receive the referred "top-up" commission for each qualifying introduction made by the Principal after that date. This top-up is calculated retroactively from the date that the Trainee or Apprentice commenced their training or apprenticeship. The top-up amount will be paid as a single lump sum to the Contractor upon the successful completion of each training or apprenticeship period.

4.1.5 All commissions or payments due under this Agreement shall be payable to the Contractor within 30 days of receipt of the relevant fee by the Principal or, in the case of training or apprenticeship, at the conclusion of either.

4.1.6 Payments shall be made by bank transfer or such other means as agreed in writing between the parties.

5. No Exclusivity

Nothing in this Agreement shall prevent the Principal from appointing other introducers or architects on similar or other terms.

6. Confidentiality

The Contractor shall keep confidential all information relating to the Principal, the Homeowner, and any agreements or arrangements made under this Agreement, except as otherwise required by law.

7. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. The parties irrevocably submit to the exclusive jurisdiction of the English courts.

8. General

8.1.1 This Agreement constitutes the entire understanding between the parties with respect to its subject matter and supersedes all prior negotiations, representations, or agreements.

8.1.2 No amendment or variation of this Agreement shall be effective unless in writing and signed by both parties.

9. Schedule 1 – Principal and Introducer Details

All elements must be handwritten and completed in black ink. Scan and return this agreement.

9.1.1 Contractor (Introducer) Brand Name: _____

9.1.2 Contractor Trading Address _____

9.1.3 Contractor Trading Postcode _____

- 9.1.4 Contractor Company Name _____
- 9.1.5 Contractor Company Registration Number _____
- 9.1.6 Contractor Company Registered Address _____
- 9.1.7 Contractor Company Registered Postcode _____
- 9.1.8 Full Name of Authorised Signatory _____
- 9.1.9 Position in Company of Authorised Signatory _____
- 9.1.10 Mobile Number of Authorised Signatory _____
- 9.1.11 Signature of Authorised Signatory _____

Principle Details:

- 9.2.1 Signed for London Carpentry Specialists Ltd (Licensor): By Authorised Person – John Smith
- 9.2.2 Signature: John Smith [Signed for Email Purposes]
- 9.2.3 Name: John Smith - Sales and Marketing Manager, London Loft Conversions Specialists Ltd
- 9.2.4 Date: 6 July 2025