

REFERRAL | SALESPERSON TO SALESPERSON

To (salesperson): _____ Office: _____

From (salesperson): _____ Date: _____

Referral of Client (name): _____

Property Address: _____

Client Contact Details: _____

Home: _____ Mobile: _____

Work: _____ Email: _____

Please make contact with the above client and if the property is subsequently listed please ensure that your listing authority notes that this property is a referral.

Notes: _____

Acknowledgement

The Client/Customer referral of the above client is accepted

☐

Salesperson signature: _____

Dated: _____

Once Acknowledged

Original copy to Salesperson

Copy to Office Administrator

Copy to Manager

☐☐☐

Salesperson signature: _____

Dated: _____