

# Refer a Friend Incentive Program Details

## Defined Terms:

- Referrer: existing or new donor who is conducting the act of referring.
- Referred Contact(s): person(s) who is being referred.

## Terms & Conditions:

- Eligibility:
  - The Referrer must be an existing and in good standing member of the Paid Donor Program to make a referral.
  - The Referrer can refer an unlimited number of Referred Contacts and each will be deemed a valid entry, provided that:
    - The Referred Contact(s) is not already an existing LeukoLab donor
    - The Referred Contact(s) has not already been referred by someone else
    - The Referred Contact(s) qualifies for the Paid Donor Program. A Referred Contact is deemed “qualified” if they meet the both of the following criteria:
      - A) The Referred Contact qualifies via the online screening form.
      - B) The Referred Contact passes the on-site screening exam.
    - Referrers will be required to complete a W-9. You will be required to provide your full address and a photocopy of your government issued ID/Passport. The Referrer may also be required to provide additional documents required for tax withholding purposes.
- Disqualification from the Program:
  - At LeukoLab’s discretion, Referrers who provide an excessive number of unfit or unqualified Referred Contact(s) may be disqualified from the Refer a Friend Program.
- How to Enter:
  - The Referrer will instruct their Referred Contact(s) to complete the “Become a New Donor” online screening form via [www.leukolab.com](http://www.leukolab.com)
    - The Referred Contact(s) must be deemed “Qualified” via the online screening form and “Pass” their on-site screening appointment.
    - Referred Contact(s) who are deemed “Not Qualified” on their online screening form or “Fail” their on-site screening appointment are not eligible for this program.
  - At the end of their on-site screening appointment (during checkout), the Donor Management Team will inquire with the donor whether they were referred. If yes, the Referred Contact should state the Referrer’s name at this time. The Donor Management Team will track the Referred Contact and Referrer’s name on a working spreadsheet.
  - At the end of the month, the Donor Management Team will pull a list of Referrers with the number of their associated Referred Contact(s). Compensation (as outlined below) will then be provided to the Referrers.
- Compensation:
  - Referrers will be compensated \$25 for each qualified Referred Contact.
  - Compensation will be provided in the form of a Visa Debit Card sent via mail to the Referrer’s address on file and will include the total number of referrals summed up in one payment card.
  - Payment to Referrers will be sent out at the end of each month.

- You may not:
  - Use the Refer-A-Friend program for any purpose that is unlawful or prohibited by these Terms;
  - Use the Refer-A-Friend program to send altered, deceptive or false source-identifying information or spam, including but not limited to sending out junk emails with the referral link.