

# Office Timeline Refer A Friend Program Agreement

*Effective Date: June 25, 2025*

This Refer A Friend Program Agreement ("Agreement") is entered into between Office Timeline LLC ("Company," "we," "us," or "our") and you ("Referrer," "you," or "your"). This Agreement outlines the terms and conditions for your participation in the Office Timeline Refer A Friend Program ("Program").

## 1. Program Overview

### 1.1 Eligibility

- To participate, you must be a current Office Timeline customer with an active subscription.
- The referred individual ("Referred Customer") must be a new customer to Office Timeline, with no prior purchases or subscriptions.

### 1.2 Program Duration

- The Program is valid from June 25, 2025. We reserve the right to suspend the program at any time.

### 1.3 Participation

- There is no application process or partner portal for this Program. Your participation is subject to the terms outlined herein.

## 2. Referral Process and Rewards

### 2.1 Referral Tracking and Submission

- The Program relies on HubSpot for tracking referrals. Your referral must purchase through your unique referral link for you to be eligible for a reward.
- If you believe your referral was not properly tracked, you may contact us at [feedback@officetimeline.com](mailto:feedback@officetimeline.com) with the name, email, and date of purchase of the Referred Customer.

### 2.2 Reward Eligibility

- A referral is considered successful when the Referred Customer purchases an Office Timeline subscription during the Program period.
- Rewards are processed thirty (30) to forty-five (45) days after the Referred Customer's purchase, following the 30-day money-back guarantee period.

## **2.3 Additional License Purchases**

- If you have a single license subscription, you can also earn a reward by adding another license under your existing subscription. The reward will only apply to the first additional license you purchase. After purchase, request your Refer A Friend reward by emailing us at [feedback@officetimeline.com](mailto:feedback@officetimeline.com).

## **2.4 Reward Distribution**

- Rewards are distributed via Tremendous, a third-party platform. You may be required to create an account with Tremendous to receive your reward.

## **3. Restrictions and Limitations**

### **3.1 Self-Referrals**

- Self-referrals or referring individuals within your organization who are not new customers are not eligible for rewards.

### **3.2 Compliance**

- You agree to comply with all applicable laws and regulations in connection with your participation in the Program.

### **3.3 Modification and Termination**

- We reserve the right to modify, suspend, or terminate the Program or this Agreement at any time without prior notice.

## **4. Limitation of Liability**

- To the fullest extent permitted by law, Office Timeline LLC shall not be liable for any indirect, incidental, special, consequential, or punitive damages, or any loss of profits or revenues arising out of or related to your participation in the Program.

## **5. Governing Law**

- This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its conflict of law principles.

## **6. Contact Information**

- For any questions or concerns regarding the Program, please contact us at [feedback@officetimeline.com](mailto:feedback@officetimeline.com).