

Paul M. Heinze Company

Decades of Real Experience

www.heinze.com

Referral Fee Policy

(Revised & Effective as of December 1, 2023)

Paul M. Heinze Company provides advisory and consulting services to executives, business owners and persons interested in pursuing the possibility of business acquisition. We are consistently seeking new business relationships with prospective clients.

First, we encourage referrers to contact us by telephone or email with specific information about the prospective client. At the time a person presents, suggests, or refers a prospective client to our firm, we are pleased to register and confirm to the referrer for suggesting us.

Second, we acknowledge the prospective contact so as to determine our familiarity, existing or previous professional relationship with the prospect, if any.

Third, we send an email reply to the referrer indicating any current or previous professional relationship with the referred prospects. If none, we register the prospect as being exclusive to the referrer by way of email message and accompanying registration email. In the event of a referrer presenting a seller and a different and additional referrer presenting the buyer, in the same transaction, the total 10 percent referral fee will be divided and distributed evenly between each of the two referrers.

Fourth, at the time a sale, merger or consolidation transaction of a business, by capital stock or asset sale, involving select business assets, surplus equipment, or a capital asset auction occurs involving the sale of assets, of a referred party, from the referrer, a (10) ten percent referral fee based on 10 percent of the total commission fee paid to Paul M. Heinze Company will be paid to the referrer within 10 business days of our receipt of the transaction commission.

Fifth, In the event the referrer elects to waive the personal receipt of subject referral fee personally, a donation to the preferred not for profit charity choice of the referrer is offered to the referrer as an alternative to personal receipt of the subject referral fee. We communicate to the charity naming the referrer as the giver of the charitable donation.

Sixth, a 1099 Income tax reporting form will be issued to each referrer at the end of each calendar year reflecting the total amount of fees paid to the referrer, if in excess of \$600.00, within that total calendar year period. **(End of Policy)**

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