

LUCID | PRIVATE OFFICES

BROKER COMMISSION PAYOUTS

Private Office:

- Month to Month, 6 month, 12 month deals: 15% of contract value up to 12 months
- 18 or 24 month deal: 15% of first 12 months, 5% of remaining 6 or 12 months
- 5% commission will be paid on 13+ months and for agreement renewals
 - 12, 18, 24 month deals: lump sum paid out upon client's initial payment clearing
 - 6 month deals: paid out 6 months at a time
 - Month to Month: paid out quarterly 3 months at a time

Office Membership:

- 10% commission will be paid for the value of the term signed for (month to month, 6 month or 12 month) up to 12 months following the schedule above

Virtual Office:

- 10% commission will be paid for up to 12 months

Outside Booking or Meeting Room:

- 10% commission on the initial booking

Commission Details:

- If free rent is provided, the amount will be deducted from the total contract value prior to calculating commission.
- If a client's initial payment is returned, Lucid requires 30 days of the account being in good standing to issue the commission.
- ACH payments are strongly recommended
 - ACH can be expected about 10 days after initial payment clearing and we've received your W-9 and invoice.
 - Check payments can be expected about 30 days after the initial payment clears and we've received your W-9 and invoice
 - If you haven't received your check in that timeframe please reach out and we will immediately issue an ACH payment.

Invoicing:

Once the client signs we will need a W-9 and invoice including:

- Payee and W-9 info must match
- Client's company name as it appears on the agreement
- Center the agreement was signed for and the locations address
- The term length
- Monthly rate
- Amount of commission owed
- ACH Instructions

Email to corporatesales@lucidprivateoffices.com