



# Referral Program

## Rules and Conditions

[Learn More or Join Today](#)

- [NC 704-910-2736](tel:7049102736)
- [VA 804- 964-0877](tel:8049640877)
- [Denise@DCAVirtual.com](mailto:Denise@DCAVirtual.com)

### Sign up Requirements



Complete the signup process for our referral program and schedule a call to begin.

All Referral Partners are required to fill out a W9 and will receive a 1099 at the end of the year. Registrants and referrals must be located in the United States. Registrants are not required to be a current client of DCA Virtual Business Support.

### How Payout Works



If your referral becomes a client, you'll receive a payout about 30 days later.

**2%**  
Payout

#### Administrative Referrals Retainer Accounts

Payouts are calculated based on the anticipated 6 month retainer.

**5%**  
Payout

#### Creative Accounts Creative Retainer Accounts

Social media payouts are calculated based on the anticipated 6 month retainer.

#### Website and Projects

Payouts for large projects are calculated based on total and will be paid upon completion of the project.

#### Calculation Examples

##### Administrative Retainer - 2%

\$900/month (\$5400 over 6 months) = \$108.

##### Creative Retainer - 5%

\$900/month (\$5400 over 6 months) = \$270.

##### Creative Project - 5%

\$4500 = \$225

#### Limitations and Considerations

All work that is priced hourly is considered as-needed and does not have a payout.

Payouts will not be made on services added after the initial contract, as-needed services, or change orders. Onboarding fees do not have a payout.