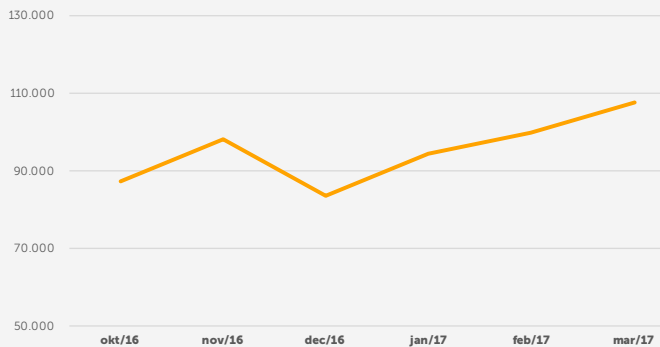
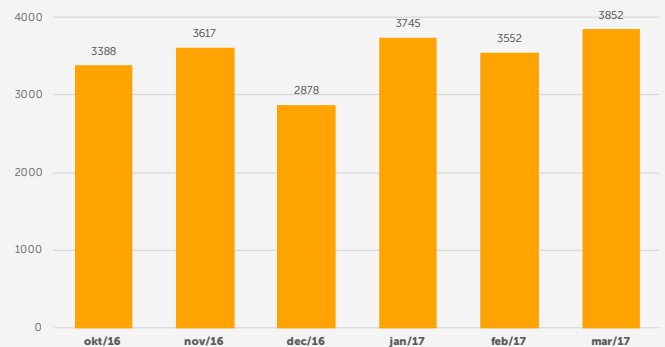


## Sessions on MatchOffice sites



## Enquiries on MatchOffice sites



MatchOffice has specialized in serviced office rental since 2003. Thousands of businesses all over the world are currently using our database to find the offices and services that fit their needs.

### What we do for you

We want to have a mutually beneficial business relationship with our clients, based on a "no cure no pay" solution. We think that we should provide you with business before you have to pay, so we only collect a commission if one of our leads becomes your client.

The commission we charge for leads is 11 % of the monthly rent, for a maximum of the first 12 months.

### Your role in the partnership

We expect you to professionally follow-up on any lead received from MatchOffice.

It's very important that MatchOffice are notified about any agreements that you sign with clients provided by MatchOffice. A report of the rental price and the move-in date should be sent to [post@matchoffice.com](mailto:post@matchoffice.com)

Once a month, you'll receive the monthly report of all leads we have provided for you.

### The workflow for a successful MatchOffice lead

1. MatchOffice provides the lead by e-mail.
2. You contact the client and invite them for a tour.
3. You complete the tour and give them an offer.
4. After the contract is signed, you report back to us that you have signed a contract.
5. Provide us with the move-in-date and the monthly rental price of the client.
6. We stop following up with the lead.
7. The commission is calculated from the provided contract details.
8. We invoice for the referral.

If you have any questions,  
we're happy to help!

### Contact us

Abelgade 4,  
DK-2100 Copenhagen  
+45 39 45 85 50  
[post@matchoffice.com](mailto:post@matchoffice.com)

