

REFERRAL PARTNERS MEMORANDUM OF UNDERSTANDING

Executive Summary Report

Date: May 27, 2025

Project: Referral Partner Agreement Documentation

Status: Complete

OVERVIEW

This report summarizes the development and delivery of a comprehensive Memorandum of Understanding (MOU) between Referral Partners Eric Laquer, Syed Parvez, and Peter Kenny. The document establishes clear terms for business introductions, commission sharing arrangements, and related business activities.

KEY DELIVERABLES

- 1. Memorandum of Understanding Document**
2. Formal agreement structure with 10 sections
3. FIBO-aligned definitions and terminology
4. Clearly articulated commission structure and terms
5. Comprehensive appendix for tracking introductions
- 6. Commission Structure Implementation**
7. Equal split for business introductions resulting in commission payments
8. Two-thirds (2/3) of nominal commission for assets and services sales
9. Tiered commission rates: 18% (year 1), 12% (year 2), 6% (thereafter)
- 10. Documentation and Backup**
11. PDF versions of all documents
12. GitHub repository backup at: <https://github.com/laquereric/ReferralPartnersMOU>
13. Summary of prompt and results

METHODOLOGY

The development process followed industry best practices:

1. **Research and Standards Alignment**
2. Incorporated Financial Industry Business Ontology (FIBO) standards
3. Ensured unambiguous financial terminology
4. Structured according to legal document conventions
5. **Comprehensive Documentation**
6. Clear definitions of all key terms
7. Explicit commission calculation methodology
8. Detailed appendix with maintenance instructions
9. **Quality Assurance**
10. Validated all terms against requirements
11. Ensured formal prose throughout
12. Confirmed document completeness and accuracy

CONCLUSION

The delivered Memorandum of Understanding provides a robust framework for the Referral Partners' business relationship. The document establishes clear terms for commission sharing, defines the duration of the agreement, and includes a structured appendix for tracking business introductions as they occur.

All requirements have been successfully implemented in a professional, legally-structured format that can be immediately put into use.