

中国大陆
中介合作政策
Mainland
China Broker
Policy



亲爱的 合作伙伴们，

非常感谢你们对于WeWork中国大陆区业务发展所做出的贡献！

根据WeWork全球合作伙伴的佣金政策以及中国大陆本土市场的情况，WeWork中国大陆将自**2020年7月1日起**，对在此日及之后的成功关单的**中介推介**实施以下中介佣金政策：

推荐佣金

合同类型 ⁽¹⁾	佣金费率 (%)	
新订单 ⁽²⁾	平均月会员费 ⁽⁴⁾ * 自然月月数 ⁽⁵⁾	12% (不超过12个自然月)
扩张 ⁽³⁾		6% (不超过12个自然月)

1. 以上佣金政策仅适用于固定办公空间 (Dedicated Space) 推介；
2. 新订单指新会员(以营业执照中法定名称为参照)在当前城市中的首次交易；
3. 符合扩张合同的要求需同时满足：1) 桌子总数增加； 2) 总合同金额增加。佣金费率仅适用于新合同在原总合同金额上的净增值且仅对不超过一年的部分进行给付。
4. “月平均会员费”是指合同总价值除以承诺期限自然月月数，排除因客户要求进行装修及调整所产生的总费用；
5. “自然月月数”系指相应区间内对应的自然月月数；

附件一

会员推荐工作流程

提交推介

1. 请确认您所在的中介公司是否为 WeWork 已确认的合作伙伴

- 如果是，请按照以下工作流程进行推荐

2. 请选择以下任一种方式进行会员推荐

3. WeWork 新会员拓展团队会联系中介并确认推介有效性。指定销售对接人并安排现场看房与后续沟通。

4. 建议会员解决方案的沟通、现场看房确认新会员意向、会员合同的谈判与确认

5. 会员合同的签署

6. 销售在系统中上传会员合同，中介合作伙伴根据佣金支付要求提供相应的文件

对于首次与 WeWork 合作的中介伙伴，请与离您最近的 WeWork 团队接洽，我们将在和您进行首次推介时邮件通知签署中介经纪合同、最新中介伙伴合作计划服务条款并完成供应商认证。

需提供包括但不限于以下信息：

- 中介伙伴的公司名称和联系方式，包括有效电话号码和电子邮箱地址
- 会员的名称和联系方式，包括有效的电话号码和有效的电子邮箱地址
- 会员感兴趣的办公空间位置和/或其他具体需求
- WeWork 要求提供的其他信息

除此以外，如果有更多的信息，将会帮助我们更好的理解会员需求（为了保证记录有效性，基本的会员信息必须包括公司名称及工位需求数量）

1. 向 chinabroker@wework.cn 发送电子邮件；
2. 拨打热线电话 400-920-2659；或
3. 扫码或通过 [wework](http://wework.cn) 中国官网，进入“推介合作”页面，开始立即推荐



推荐渠道由我们专属的新会员拓展团队进行管理，他们会支持与中介伙伴的合作，包括会员的介绍和登记、安排带看并提供实时的项目信息。

附件二 佣金申请支付流程

佣金确认及支付

1. 您推荐的会员完成会员合同的签署后，WeWork会发送成功推荐通知

2. 请提供相关的文件进行佣金申请

3. 在被推荐会员完成合同服务保证金支付后WeWork支付团队会在被推介会员入住的10个工作日内通过邮件向中介伙伴发送“佣金确认单”

4. 中介伙伴按要求开具增值税专用发票并寄至佣金确认单上提供的收件地址；我们的会官方邮件通知中介伙伴发票已收悉

5. 在发票信息正确的情况下，收到发票日起支付最晚不超过60天完成，付款完成后中介伙伴收到款项支付通知

在进行会员推荐登记时请提供正确完整的联系邮件或其他联系方式以便WeWork及时的发送相关的确认通知

请您与推荐的会员及对接的WeWork销售人员确认是否已完成合同的签署及合同上传

1. 请向 chinareferralpayments@wework.cn 发送客户委托书；以及

2. 会员推荐登记、现场看房以及参与会员合同谈判记录

如果在会员委托有任何争议，WeWork有权拒绝支付佣金；

如果中介伙伴未参与推荐工作的登记、看房以及谈判工作，客户委托书将无法作为佣金申请和支付的有效支持文件

在会员支付服务保证金及入住前，如果发生任何关于合同发生变化，WeWork保留针对佣金总额及支付方式进行调整和修改的权力

* 以上佣金支付，WeWork全程会通过 chinareferralpayments@wework.cn 邮箱与中介伙伴进行对接，包括佣金金额及付款时间等相关问题的解答

* 一般及特殊付款条件、付款争议等，请查看WeWork中介合作服务条款中的具体规定

* WeWork对于佣金的申请、确认以及支付有最终解释权

2020 Commission Policy

Dear Partners,

Thank you very much for your contributions to the WeWork Mainland China business!

Starting from **July 1, 2020** WeWork Mainland China will institute the following commission plan as follows for broker referrals:

Broker Referral Commission Payout Policy

Commitment Type ⁽¹⁾	Commission Rate (%)	
New Deal ⁽²⁾	Average Monthly Membership Fee ⁽⁴⁾ * Number of Months ⁽⁵⁾	12% (Up to 12 months)
Expansion ⁽³⁾		6% (Up to 12 months)

- Above commission policy applies to transaction for Dedicated Space only (not applicable to hot desks).*
- New deals are defined as the first transaction from a net new member (defined based on the legal entity name per the business operating license) in a particular city.*
- Expansion criteria: 1) Increase in desk size 2) Increase in TCV; The commission rate is applied to the 1st year incremental TCV to the original contract.*
- “Average Monthly Membership Fee” shall mean the total committed Membership Fee divided by the number of months in the commitment term, excluding total expenses incurred in accordance with renovation or adjustment under client's requirements.*
- “Number of Months” refers to the months up to a maximum of 12 months.*

Referral Process

Submission

1. Ensure your company is registered with WeWork as a qualified broker partner.

- If yes, please follow the referral process below.

2. Use one of the following channels to initiate the referral process:

3. WeWork will contact you to confirm and verify the referral, appoint a salesperson to arrange a site visit and provide all other related details

4. Broker engages new member and confirms their interest and commitment for a WeWork membership

5. Contract is signed between WeWork and the new member

6. WeWork salesperson uploads contract into system while the broker partner provides the necessary documents to initiate commission payment process

If not, please contact the local WeWork team to register

Please provide the following, but not limited to, information:

- Your contact information and company name, including a valid phone number and a valid email address;
- The client's name and contact information, including a valid phone number and a valid email address;
- The client's location(s) of interest and any other requests;
- Any other information required by WeWork.

It will be very helpful to provide as many details as possible when registering the potential new member. (Company Name and Desk Requirement must be provided to ensure the validity of the records)

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- Send email to chinabroker@wework.cn
 - Call hotline at 400-920-2659
 - Join WeWork referral program by scanning the QR code below or submitting your lead on the Referral Page at wework.cn



The referral channels are maintained by our dedicated development team. They will assist you throughout the new member referral and registration process including, arrangements for site visits and communicating all the relevant details.

Commission Payment Process

1. Once the referred entity enters into a membership agreement, the broker partner will receive a confirmation email from WeWork.

2. Documents required for commission:

3. Upon receipt of service retainer from the new member, the commission confirmation letter will be sent to the corresponding partner via email 10 working days after the member's move in.

4. Partner should issue an legitimate VAT special invoice as required and send to the address provided on the commission confirmation letter. Partner will then be notified by WeWork upon via email receipt of the invoice.

5. Provided the VAT special invoice is accurate and complete, WeWork shall pay the applicable fees to the partner no later than 60 days from receipt of VAT special invoice.

Please ensure to provide accurate and comprehensive contact information to WeWork so that confirmation notices are communicated in a timely fashion.

- The authorization letter from client should be emailed to chinareferralpayments@wework.cn
- Records of client registration, site visits and assistance in selection and negotiation process on behalf of client.

WeWork reserves the right to withhold payment in the event of a dispute, as determined at WeWork's sole discretion.

If partner fails to provide clear documentation of all services performed, including accompanying or coordinating site visit, promoting WeWork, providing quotations, and assisting in agreement negotiations, the authorization letter from the client will be deemed null and void by WeWork.

Prior to collection of the service retainer, in the event there are any changes to the contract terms, WeWork reserves the rights to adjust the payment amount and the method of payment.

* The commission payment process from above will be supported by WeWork official email: chinareferralpayments@wework.cn, including details on commission calculation and payment timeline.

* For full definitions, please refer to the terms and conditions provided in Broker Agreement and Terms of Service.

* WeWork reserves the right, under the Broker Agreement and Terms of Service to determine the eligibility of a broker, submission, referral, and fee amount