

Mothers' referral scheme guide

We have the power to help change our own predicament of finding stimulating work that can be done on a part time, flexible basis, so that we can also raise our children. The solution, in part, is to let your business and other professional contacts know - this is how 2to3days started and how our growth is still, to a large extent, fuelled around 2to3days.

The spirit behind this referral scheme is simply this – if every mother who is registered on 2to3days, helped another mother find her ideal job by telling her business and other professional contacts about 2to3days and they go on to place an advert on our site, we would potentially have thousands of jobs advertised on our site which could naturally lead to thousands more mothers finding suitable work.

How does our referral scheme work?

We are sticklers for keeping things really straightforward and totally transparent. This guide outlines the process as well as the terms and conditions that are relevant to this referral scheme which should be read in conjunction with our site [terms and conditions](#).

We will pay you £100 in money (not vouchers)

We will pay you each time a new company or other business entity (“company/companies”) you introduce us to places and pays for a minimum of one single full priced advert. The commission is payable only once for each new company that places such an advert.

There is absolutely no restriction on the number of companies that you can refer 2to3days to. To be eligible for the commission, the companies need to be paying a minimum of the cost, at the time of sale, of a single priced advert.

Who is eligible to take part in this scheme?

This referral scheme has been designed primarily to incentivise those mothers who are interested in helping to grow 2to3days. It is however open to anyone who wants to be part of 2to3days' growth.

Which companies are ideal 2to3days clients?

Progressive companies who 'get' the value of hiring a capable mother on a part time flexible basis. These companies can be industry greats through to buzzing start-ups across all industries and across the UK.

For larger companies our initial point of contact is typically Head of Diversity and Inclusion and/or Head of HR and Recruitment. Or a partner/director who connects us to the appropriate head who is responsible for talent acquisition. For SMEs we typically speak to the business owner or one of their management team.

We reserve the right at our sole discretion to refuse any adverts that are not considered appropriate or acceptable for our site, or in line with our [Acceptable Use Policy](#).

How do we recommend that you let your contacts know about 2to3days?

Simply copy and paste the [email at the end of this guide](#) and top and tail it as you feel appropriate and email it to your contacts. There's no selling involved - all we want is for those mothers who love what we are doing to let their business and other professional contacts know. Please ensure that you have the consent of your contact to pass on their details to us (see below).

How do you let us know who you have contacted?

This is the link to us paying you your commission. We simply need you to email us at referrals@2to3days.com with the following pieces of information. We will take this information and record their name(s) against yours.

- First and last name of your contact
- The name of the company

We promise that we will not get in touch with them until such time as they contact us.

What happens if you introduce us to a company that has already advertised on our site or already been referred to us by someone else.

If this is the case they will probably tell you. But if not, we will endeavour to let you know as soon as practically possible to do so.

If this happens then you will not be eligible to receive any commission.

What happens if you introduce us to a company that we are already talking to but has yet to advertise with us?

We will let you know and in that event no commission will be payable to you.

How do you get paid your commission?

1. We will notify you by email once the advert has been placed and paid for, to let you know that you have earned yourself £100 (plus VAT if applicable).
2. We will send you a template invoice for you to complete with the following information:
 - Your first and last name
 - Postal address
 - Bank account and sort code.
3. We will pay you within 7 working days of receipt of your duly completed invoice.
4. You will have 3 months from our first email notification to invoice for your £100 commission. After 3 months if we have not received our invoice template duly completed by you, then you will no longer be eligible to receive the commission.

How will you know if you have earned some commission?

We will email you when the company you introduced to us places an advert that is acceptable for our site and we will tell you if you are eligible or not. You are of course at liberty to double check with your contact.

How long will we honour this commission?

We believe that a 12-month timeframe is both manageable and realistic. So, after you have emailed 2to3days to inform us of the introduction, as outlined in [How do you let us know who you have contacted](#), we will pay you your commission if the company places and pays for such an advert, up to and including the 12-month anniversary from when you told us that you had connected with them. After that, if that company goes on to advertise with us then no commission will be payable to you. We reserve the right to vary and/or withdraw this scheme at any time but will still honour the commission for all introductions made before it is varied/withdrawn as long as the company advertises in the 12-month period outlined above.

How do you treat this payment in your annual tax return?

All you need to do is declare each commission as income on your annual tax return. If you require any additional support in relation to this income and your annual tax return please ask your accountant.

If you have any queries about the scheme please email us at referrals@2to3days.com

Here you will find the email that we would like you to use when letting your business and professional contacts know about 2to3days - simply copy and paste.

I hope you are well. I wanted to get in touch with you as I thought you may be interested to know about a company called [2to3days](#) which is gathering serious momentum.

2to3days matches and connects progressive companies from the FTSE 100 through to buzzing start-ups that want to hire highly capable mothers to do stimulating work on a part-time flexible basis whilst raising their children.

Here are some interesting stats about the company:

- Their community (which they call the 'hood') is now over 28,000 strong
- 70% of companies who advertise on their site hire one of their mothers
- Companies can expect an average of 12 applications per advert
- 89% of the mothers have over 10 years work experience
- 86% have a degree, 34% a masters and 14% a doctorate
- The majority of women on the site are aged between 35-44 years old

The business model of 2to3days is powered through connections; with businesses and mothers working together to unearth both the opportunity and the applicant. You can learn more about their approach by reading about the [power of the hood](#). I feel so strongly about what they are doing that I have chosen to become a 2to3days ambassador and help spread the word to the progressive companies and mothers that I know.

They completely believe in partnership and in everyone doing their bit to help change our economy and society for the better. So, should you choose to hire a highly capable mother to join your business any time over the next 12 months they will pay me £100. To facilitate this, I need to pass on your name and the name of your company to them, and to comply with data protection requirements, please just confirm that you are happy for me to do this; they won't contact you unless you contact them.

I hope you will bear 2to3days in mind the next time you need to hire someone to join your company.