

Referral partner checklist

Prepare a consented introduction. Use line breaks for longer answers.

Before registration

- ☐ I have written partner approval and my Partner ID
- ☐ The business has an active or near term production need
- ☐ The decision maker has agreed to the introduction and sharing these details
- ☐ This is a real introduction, not a contact list or a self referral

Partner ID

Business and legal entity if known

Decision maker name

Phone or WhatsApp with country code

Production need, timing and useful context

Permission obtained when and how; retain the consent record

Any known existing Orion relationship or earlier introduction

Orion checks existing clients, active leads and overlapping registrations against its own records. Share what you know; you are not expected to access Orion records.

Register and wait for acceptance

Register at orionproductions.co/partners/submit/. A reference confirms receipt, not acceptance. Orion accepts or rejects complete referrals within two business days. The earliest complete eligible submission has priority once accepted.

Business days are Sunday to Thursday, excluding Egyptian public holidays. The response period starts on the next business day after receipt. Dates and times use Africa/Cairo.

Referral partner checklist

Keep Orion confirmation and record dates. Do not calculate eligibility from memory.

Your accepted referral

Referral reference

Named Orion contact

Acceptance date and time in Cairo

Registration expiry confirmed by Orion

First qualifying collection date and time

Earning window end confirmed by Orion

Accepted terms version

Written extension reference if applicable

Registration lasts 90 calendar days from acceptance for the first qualifying payment.

Request an extension from your Orion contact before expiry; only a written confirmation extends registration.

Commission and payout

The first qualifying collection starts a separate 90 day earning window. Only qualifying money collected before its end and before termination earns commission. A signed contract or invoice does not qualify later collections.

Commission is 10%, capped at 7,500 EGP per client. Taxes and agreed pass through charges are excluded. Refunds and reversals can adjust commission. Collection determines earnings; bank clearance determines payout timing.

Eligible commission is paid within 30 calendar days after clearance and receipt of requested payment details and accounting documents, subject to the specific hold rules in the terms. Valid earned commission remains payable after termination; later collections earn nothing.

Optional introduction message

Hello [client name], as agreed, I am introducing [Orion contact] to discuss [production need]. [Orion contact], [client name] is the decision maker at [business] and is expecting this introduction. Please coordinate the next conversation directly. Referral reference: [reference].

Use this message after written referral acceptance. Questions and statement discrepancies: your named Orion contact or contact@orionproductions.co. Full terms: orionproductions.co/partner-terms/.