

# IssMan Affiliate Program Documentation

Thank you for your interest in the IssMan Affiliate Program. This document will explain the program and how you can get a commission rate (starting a 25%) of each Pro subscription you facilitate.

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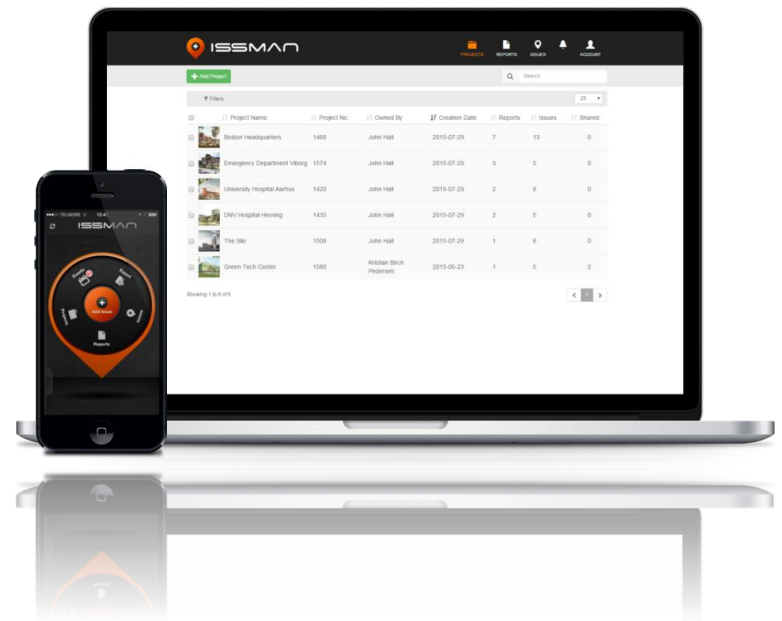
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# About IssMan

## Quality Assurance Made Easy

Creating punch lists for quality assurance has never been easier. IssMan helps organize projects, reports and issues in just a few minutes. It is free to get started and users can collaborate in teams or just work with IssMan single-handedly.

IssMan allow users to take photos of an issue or defect and add some info about it. Attach one to twenty photos to an issues and share them instantly with team members in the app or as an exported report. Other users will be able to comment on the issue directly in the app and update the status e.g. when a issue is fixed.

Everything the user needs is right with him/her on one single device, a smartphone or tablet, which replaces pens, paper, cameras and copy-pasting on the computer.

## IssMan is a contraction of Issue Management

In construction projects as well as any other project it is inevitable to encounter issues of some sort. So how you manage the issues is one of the keys to a successful project. IssMan is designed for the construction industry but will definitely also be valuable for users in many other industries as well.



# IssMan Benefits

We've designed IssMan to be as simple in use as possible, with a simple interface and intuitive workflow across platforms and devices (iOS, Android and Web). Here is a some of the benefits of using IssMan.

## **Save time by streamlining your Quality Assurance routines**

All photo documentation, including recording and managing issues can be done in one simple app. Not only do you replace at least four traditional tools for quality assurance namely pen, paper, camera and laptop, but you save time too.

## **Easily start with our flexible and affordable IssMan platform**

IssMan is a self-functional app and does not require a PC or a Mac to be set up. As soon as you install the app, you can start working with quality assurance, construction punch lists and photo documentation.

## **On site Quality Assurance has never been easier than now**

IssMan lets you work more on the construction site and less in the office, as no desktop work is required. Quality Assurance is easier and more fun than ever.

## **No more paperwork required when working with IssMan**

IssMan sets up Word, Excel and PDF digital reports in a few seconds using all information recorded and photos are included. You do not waste any time transferring notes from your paper block to your laptop and copy-pasting photos from your camera.

## **Collaborate with your team by sharing your projects**

IssMan lets you share reports and construction punch lists easily with your team members. Easily communicate with your team, using the app's comment box, as long as they are using IssMan as well.

## **Don't worry about backups we've got you covered**

Never worry about losing your information. All your data is stored on our servers. You can access it from anywhere with internet connection.

# IssMan Client Subscription

It is free to download, create an account and get starting using IssMan. The main limit of the free version is the storage space. User can get additional storage space (and some other Pro benefits) by upgrade their account with a Pro subscription. See more on our website [issman.com/pricing/](https://issman.com/pricing/). Here are some of the most common question about the Pro upgrade options.

## Can I use IssMan for free?

Yes, you can create punch lists and photo documentation with IssMan for free. There is however a limitation of the free use of 100 MB storage space. Additionally there are a few Pro-functions, which you can't use. To get more space and use all functions, you will have to upgrade your account.

## Can I upgrade an existing account?

Yes, if you already have an account and want to upgrade, simply type in your IssMan account email in the checkout flow after you have added your desired IssMan plan to the cart. We will then take care of your upgrade.

## What happens if I exceed the storage limit?

If your storage limit exceeds we will inform you and you will not be able to add or edit your projects, reports and issues until you either upgrade or delete some of your content.

## What types of payment do you accept?

We accept Visa, MasterCard, and American Express.

## When is the money withdrawn from my account?

The money is withdrawn once a year, paying for your subscription a year ahead.

# Affiliate Program Description (1/2)

## How does it work?

When you have been in contact with a client that are interested in buying a Pro subscription to IssMan, you simply send him your private affiliate link. When the client follows the link he/she will send him to our website and a cookie will be placed in his/her browser. When the client purchases a Pro subscription via the website it automatically tracks that you facilitated the sale, thus you will get a commission.

## Commission rates and increment

The commission rate is 25% of the subscription price and will continue for each subscription renewal (annually). Keeping the client happy and assist with 1<sup>st</sup> level support after the first sale is thus highly recommendable. The commission rate will increase to 30% after 100 successful sales, 35% after 250 successful sales and 40% after 500 successful sales. If the client cancels his subscription no further commission will be given to the affiliate.

## Payment delay

The affiliate pay delay is two weeks. The payment delay time is introduced to help in the event the buyer is refunded their payment with in the refund guarantee timeframe. If a refund on an order is offered where the affiliate fee has already been paid, it will be recorded as a loss for that order. In such cases it will be adjusted in the next payment to the affiliate.

## Cookies

To track affiliate sales we set a cookie in the browser of the client when a affiliate link is used.

## Cookie Lifetime, Precedence and Expiry

The cookie lifetime is set to 1 year. Should the buyer purchase a product within this period of time then the affiliate will be credited their percentage of the sale. The latest affiliate to refer is rewarded with the commission. The cookie expires at the end of the lifetime.

# Affiliate Program Description (2/2)

## Enrolment, introduction course and **admission test**

Write to [sales@issman.com](mailto:sales@issman.com) to enrol to the IssMan affiliate program. To get accepted as an affiliate you have to follow a small introduction course and pass the admission test at the end of the course. You will also need to setup a free [PayPal](#) account get your pay out.

## Client survey

After each sale an online survey will be sent to the client with a few question about the overall sales experience. Affiliate performance evaluation will be partly based on these surveys.

## Client contact record

After each visit, call, email or other form of client contact we encourage you to document it in a record with info like company client name, email, phone number, date, place etc. for documentation of your work.

## Sales material

IssMan will provide sales material that will be continuously updated and be available to download to all affiliates. Editable material will be available for localization of the material.

## IssMan Affiliate Terms of Service

See "IssMan Affiliate Program - Terms of Service"

# Contact Information

If you have any question you are very welcome to contacts us. You can read more about the IssMan product on our website.

**Website**  
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