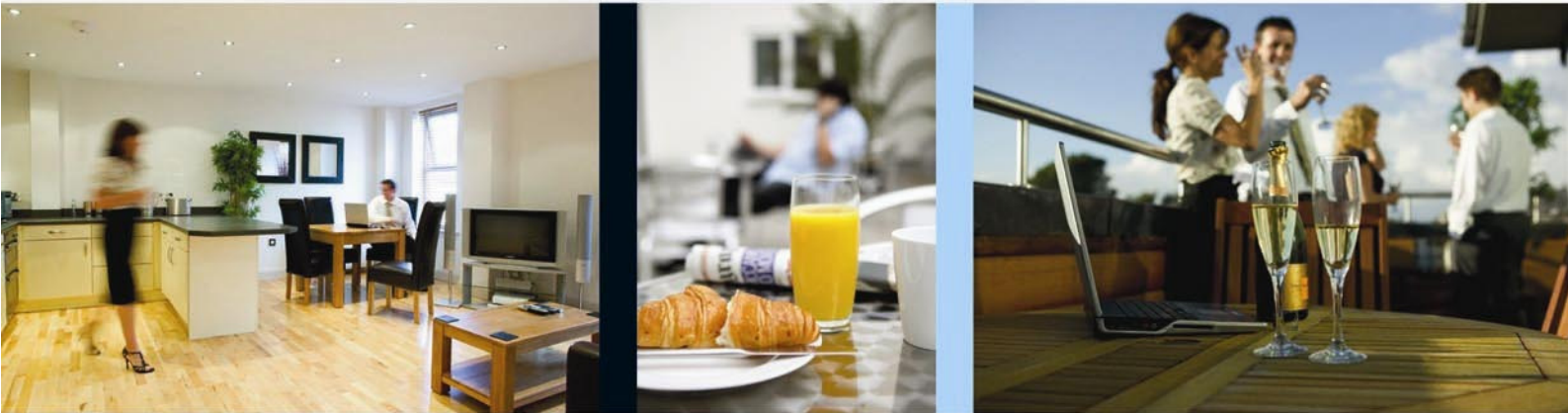


# refer a colleague

## terms & conditions



### **definitions:**

Referrer: relates to the person making the recommendation of esa to a colleague or friend

Referee: relates to the person who is receiving the recommendation of esa from a colleague or friend

### **introducing the referee**

- If you wish to refer a colleague or friend to esa, we require you to complete the refer a colleague form on our website at [www.esa-ltd.co.uk/refer-a-colleague.htm](http://www.esa-ltd.co.uk/refer-a-colleague.htm)
- It is the referrer's responsibility to notify esa of their referral by completing the refer a colleague form online **prior** to the booking being confirmed, in order to qualify for the reward
- No rewards can be paid in retrospect and any notifications of referral received **after** the booking has been confirmed, unfortunately will not qualify for the reward

### **qualifying the booking**

- This scheme is valid on new contacts and new bookings only – no payment can be made if you recommend esa to somebody who has already **enquired, booked or stayed** with esa previously, in any location
- Bookings can be placed in any of the locations available on our website to qualify
- Rewards can only be earned on the initial booking and not for any future accommodation that the referee books with esa
- Rewards can only be claimed on the value of the initial booking confirmed and no reward can be claimed for extensions to the referee's booking
- If the referee introduced to esa, books more than 1 apartment as part of their initial enquiry, rewards will be paid based on the apartment booking with the longest length of stay

**to check availability or book an apartment contact:  
executive serviced apartments limited**

**enquiries 08458 521100**

**t +44 (0)1635 521100**

**e [enquiries@esa-ltd.co.uk](mailto:enquiries@esa-ltd.co.uk)**

**[www.esa-ltd.co.uk](http://www.esa-ltd.co.uk)**

# refer a colleague

## terms & conditions



- The referrer may continue to recommend esa's service to colleagues and friends even when the referrer is no longer a guest of esa
- There is no limit to the number of referrals that you can make to esa, provided that the referee is a new contact
- Only 1 referrer is allowed per booking
- Unfortunately, bookings of 6 nights or less do not qualify for this scheme
- Whilst we will do our utmost to offer a suitable apartment to the referee, this scheme is offered strictly subject to availability and unfortunately, rewards can not be claimed if a booking can not be accommodated by esa
- Should the referee cancel their booking, unfortunately no rewards can be paid
- This scheme is offered to past-guests only and rewards can not be claimed by direct bookers or business travel agents
- This scheme is designed to reward our current and past-guests however if you have not stayed with us before but wish to recommend our services to a colleague or friend, please contact us to discuss further

### ***claiming your reward***

- Gift vouchers can only be claimed when the referee moves into their esa apartment and full payment for the booking has been received by esa
- Gift vouchers can be claimed for any retailer, providing gift vouchers are available to purchase online
- If preferred, esa will make a donation to the charity of the referrer's choice as an alternative to receiving gift vouchers
- If the referrer is still a guest of esa at the time of introducing the referee, the equivalent value of gift vouchers awarded can be credited to the referrer's accommodation bill, as an alternative to receiving gift vouchers
- This scheme can be withdrawn by esa at any time without notice

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