

Thank you for closed business Slip

Paper Slip BNI Connect Online Slip

The paper slip form features the BNI logo and the slogan 'Changing the Way the World Does Business®'. It includes a world map graphic. The form fields are: 'Thank you to' (with a note '(member who passed the referral)'), 'For a referral in the amount of \$', 'New business' (radio button), 'Repeat business' (radio button), 'Tier 1 (inside) referral' (radio button), and 'Tier 2 (outside) referral' (radio button). There is a 'Comments' section, 'Chapter' and 'Date' fields, and a footer with copyright information: 'Copyright © 1998, 2003, BNI, All Rights Reserved. Completed form to be given to the chapter Vice President.'

The online form is titled 'Enter TYFCB' and 'BNI® Thank you for closed business'. It shows a chapter selection dropdown (currently 'BNI Wakefield') and a date field (08/06/2013). The 'Thank you to' field has a dropdown menu and a 'Search Cross Chapter' button. Below are fields for 'For a referral in the amount of \$', 'Business Type' (radio buttons for 'New' and 'Repeat'), 'Referral Type' (radio buttons for 'Tier 1 (inside)', 'Tier 2 (outside)', and 'Tier 3+'), and 'Comments'. At the bottom, there are 'Save and New', 'Submit', and 'Close' buttons. The BNI slogan is also present.

Purpose: Thanking and recognizing members who pass referrals is a key component to a successful networking program. This form is used to recognize and thank members who passed referrals that turned into business. It also allows members to track revenue they received from completed business generated from a BNI referral.

“Thank you for closed business” Completion Process:

Completion: This should be completed by the member who closed the business. “Thank you to:” is the member that gave the referral that resulted in closed business. See the “purpose” section of this document for definition of what \$ amount is to be reported.

This form will be light green in color, a single sheet pad form and the same size as the Referral Slips. The Vice President will then input the \$ amount in BNI Connect to the individual whose name is on the “Thank you to” line.

Note: By assigning this amount to the person who gave the referral resulting in the business, this will preserve confidentiality of each individual’s income. In addition, this will show each member’s value as a “referral giver” to the other members of the chapter.

Recommended Reporting: Members turn in the “Thank you for closed business” forms in the same way they turn in the referral slips during the referral portion of the meeting.

Note: The Thank you for closed business reporting program is **NOT to be used verbally as a replacement for giving a referral or a testimonial.**

Online Slip Process: The online slip may be entered at any time between chapter meetings, but must be completed before the end of the chapter meeting to be counted for the current week’s PALMS report. To fill out the form, click on the “Submit TYFCB Slips” link on the My BNI Business screen and complete all necessary fields. In the case of TYFCB, only the person being given credit for generating the TYFCB (the Giver) will be identified in the PALMS report, the person who received the income will remain anonymous. For detailed instructions for the online TYFCB slips, click [here](#).

“Thank you for closed business” Reporting Guidelines:

This is not meant to be an exact science for reporting purposes. The goal is to have a consistent reporting system throughout BNI worldwide to recognize those members who pass qualified referrals, while conservatively reporting the amount of business recognized by our members. Below is an explanation of what is to be reported based on what type of business you are in:

❖ **Commission Based Sales**

If you are commissioned, put down your gross commission figure. Examples:

- Insurance: P&C
- Realtors
- Insurance: Health Care
- Mortgages
- Online Sales (such as greeting cards)
- Investments
- Insurance: Life
- Payroll Services

❖ **Service Providers**

If you provide some type of service, put down the gross amount you charged for your service.

Examples:

- Website Designer
- Massage Therapist
- Business Coaching
- Doctor
- Pest Control
- Pool repair/leak detection
- Title Service
- CPA
- Photographer
- Salon/Spa
- Attorney
- Computer Services

❖ **Product Providers**

If you sell or install a product, put down the total cost to the client of the product plus service costs.

Examples:

- Plumbing
- Roofing
- Custom Wood Products
- Promotional Products
- Printing
- General Contractor
- Flooring
- Heating & Cooling
- Alarm Systems

❖ **Banking**

Bankers do not get compensated based on the actual business they generate. Please follow the below definitions to report closed business for non-commissioned referrals to banks.

- 1) Loans – Report the interest that would be generated if the loan would go full term
- 2) Deposits – Report 10% of the initial amount to open an account
- 3) Lines of credits – (i.e. credit cards, home equity loans, commercial lines of credit, etc.) report 10% of the line amount
- 4) Other bank services – (i.e. merchant services, on-line banking, etc.) report a flat dollar amount of \$250

❖ **Other**