

# Automatic Coupon Links

Automatic Coupon Links are web links that Builders can share directly with their customers to save them time, money, and effort when purchasing a Multipure product. Automatic Coupon Links automatically enter the Builder's ID number into the Coupon Code field of the order, providing two significant benefits:

1. The customer automatically receives 5% off the purchase of their drinking water system, Bath & Garden product, or replacement filter cartridge.
2. The Builder automatically receives credit for the order, in accordance with Multipure's Terms & Conditions.

## Builders can follow the steps below to create their own Automatic Coupon Links:

1. Visit the specific webpage that you would like to direct your customers to on the Multipure website.
  - a. Example 1: the Multipure homepage
  - b. Example 2: the Aquaperform product page
2. Click the address bar of the specific webpage and copy the complete URL.
  - a. Example 1: For the Multipure homepage, you would copy <https://www.multipure.com/>
  - b. Example 2: For the Aquaperform product page, you would copy <https://www.multipure.com/products/drinking-water-systems/aquaperform/>
3. Paste the copied URL into a blank document and add the following text to the end of the URL:  
**?coupon=XXXXXX**  
NOTE: Replace XXXXXX with your Builder ID number.
  - a. Example 1: <https://www.multipure.com/?coupon=123456>
  - b. Example 2: <https://www.multipure.com/products/drinking-water-systems/aquaperform/?coupon=123456>
4. This full URL is the Automatic Coupon Link, ready to use for that specific webpage.

## 1. First Purchase Requirement

- The commission on the first Drinking Water System (DWS) sale or purchase by a new Builder (First Purchase) is allocated to the Sponsor. After the First Purchase, the new Builder is now qualified to receive commission on all future personal sales.
- Options for the First Purchase:
  - The Builder purchases a personal-use DWS from their Sponsor.
  - The Builder sells a DWS to a customer.
- If the new Builder had previously purchased a Multipure DWS (from a Builder or directly from Multipure) before registering as a Builder, then the Sponsor can, at their discretion, waive the First Purchase Requirement.

## 2. Commission Payment Period

The payment period for commissions is the first day of a calendar month through the last day of a calendar month. Commissions are paid twice a month.

- The mid-month commission check is mailed out within 3 business days of the 16th day of the current month. This check includes commissions for direct sales received on or before the 16th of the month.
- The commission Closing Date is the first business day following the last day of the month. The month-end commission check is mailed out within 10 business days of the Closing Date. This check includes commissions and bonuses, payments for direct sales, and downline sales made throughout the month. Prepaid orders postmarked before or on the last day of the month and received no later than the Closing Date are included in the month's commission.
- A Builder's current Personal Activity Requirement (PAR) status, cumulative Achievement Level Volume (ALV), and Monthly Achievement Level Volume (MALV) are shown only on the month-end check.
- Earnings of less than \$10 per order will accumulate until cumulative earnings equal \$25 or a single payment exceeds \$10 in any one month, whichever occurs first.
- Please allow sufficient time for checks to be delivered by the U.S. Postal Service before making inquiries about a payment.

## 3. Commission Timing

- **U.S. Mail:** Multipure pays commissions on all orders received by the last day of the month or postmarked by the last day of the month.

**NOTE:** Mail deposited in a mailbox on a weekend is not postmarked until the following business day (e.g., Monday); if it is the end of the month, that mail will not be postmarked until the next month and will not meet the deadline for the current month's commission.

- **Online:** Online orders must be submitted by the last day of the month.
- **Telephone:** Telephone orders may be submitted by the last day of the month and still count for commission. Orders after the last day count toward the next month's commission.

## 4. Additional Charges and Fees

- Commission checks that are lost, stolen, or no longer negotiable can be reissued for a fee. NOTE: "No Longer Negotiable" is defined as any check deemed expired or too old (i.e., "stale") for acceptance by a bank or other financial institution for cash exchange, deposit, or other purpose.
- The fee to reissue a lost or stolen check is \$30.
- Stop payments on lost commission checks incur a \$30 fee.
- The fee to reissue a check that is less than two years old and no longer negotiable is \$10. The original check must be returned to Multipure.
- The fee to reissue a check that is more than two years old and no longer negotiable is \$30. The original check must be returned to Multipure.

## 5. Policy on Unpaid Commissions:

- Unpaid commissions occur when earned commissions remain below the \$25 minimum value for Multipure to issue a commission check.
- Dormant Builders (Builders that have been Inactive/non-PAR-qualified for 36 months or more) with earned but unpaid commissions remaining on their account will receive a commission check from Multipure upon request, less a \$5 check processing fee; if the check processing fee reduces the value of the commission check to zero or below, then the commission check will not be paid out.

## 6. Taxpayer Identification Number

- Multipure is required to file an information return form (Form 1099) with the Internal Revenue Service, reporting Builders' annual earnings of \$600 or more. Because of this, every Builder must furnish their Taxpayer Identification Number (TIN) to Multipure.
- The TIN must be furnished regardless of tax filing requirement status or coverage by Social Security.
- For individuals, the TIN is the Social Security Number (SSN).
- For other entities, the TIN is the Employer Identification Number (EIN).

## 7. Builder Support Fee

- Multipure provides many services to Builders, including but not limited to: bookkeeping, direct shipments, sales tax reporting, meetings, mailings, newsletters, toll-free phone service, and online websites and services.
- To provide for these services, there is a nominal fee of 2.5% of Builder earnings (maximum of \$5 charged per commission period) charged to Builders.

## 8. Address Corrections

- In the event of a change of address, please notify the Multipure Commissions Department as soon as possible, by telephone at 800.622.9206, extension 83, or by email at [commissions@multipure.com](mailto:commissions@multipure.com).
- In the event of mail returned by the U.S. Postal Service to Multipure, future mailings will not be sent to that address.
- It is the responsibility of the customer and/or Builder to update Multipure with their current information.

## 9. Unclaimed Property

- In the event purchased products are returned by the delivery service to Multipure, Multipure will attempt to contact the buyer by telephone, email, and/or letter to arrange for redelivery, alternate delivery, or order cancellation.
- If the customer cannot be contacted within a reasonable amount of time after delivery return, the order will be cancelled and refunded, less the cost for shipping.
- If the products are returned by the delivery service due to delivery refusal by the buyer, then the order will be immediately cancelled and refunded, less the cost for shipping.



**MULTIPURE®**

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