

Ryntek.AI Partner Responsibilities Checklist

This checklist is designed to guide all Sales and Referral Partners through their duties, operational best practices, and compliance requirements. Following this ensures consistency, professionalism, and successful client outcomes.

1. General Responsibilities

- Operate as an **independent contractor**, not an employee or agent of Ryntek.AI.
 - Be fully responsible for **taxes, insurance, and local business obligations**.
 - Represent Ryntek.AI professionally at all times.
 - Maintain **high ethical standards** in all communications and engagements.
 - Ensure **accurate record-keeping** for all leads, referrals, and deals.
 - Respond promptly to client or Ryntek.AI queries, emails, or requests for clarification.
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2. Solution & Service Responsibilities

- Understand all **Ryntek.AI solutions**, including IGNITE, FLOW, SCALE, INFINITY, and Add-On services.
 - Match the client's needs with the most appropriate **solution tier**.
 - Clearly explain what each solution **includes** and what the client can expect.
 - Present the **full service list** if a client wants a mix of services from different solutions.
 - Do not promise **custom solutions or features** outside the approved offerings without **written Ryntek.AI approval**.
 - Use **official marketing materials, pricing guides, and proposal templates** for all client interactions.
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3. Referral Partner Responsibilities

- Identify potential clients who could benefit from Ryntek.AI solutions.
 - Educate prospects on Ryntek.AI services to generate interest.
 - Submit referral details accurately via the **Referral Submission Form**, including:
 - Client name and business
 - Contact information (email, phone)
 - Service or solution interest
 - Any custom or unlisted service requests (submitted for written approval)
 - Only approved referrals that **convert into paid clients** are eligible for commission.
 - Maintain professionalism when interacting with clients even if they do not convert.
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4. Sales Partner Responsibilities

- Actively **pitch, present, and negotiate** Ryntek.AI solutions to prospective clients.
 - Submit **deal proposals for approval** before confirming pricing or services with clients.
 - Projects over \$1,000, or involving **custom workflows, integrations, or unlisted solutions**, require mandatory written approval.
 - Ensure all client communications are clear, professional, and accurate.
 - Coordinate with Ryntek.AI for **invoicing, payment collection, system setup, and implementation**.
 - Confirm client agreements only after receiving **official Ryntek.AI approval**.
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5. Commission & Payment Responsibilities

- Understand that commissions are calculated **only on the first installation/setup payment**.



- Track approved referrals and deals for your own records.
 - Follow up professionally to ensure clients complete payments, as unpaid deals do not generate commission.
 - Notify Ryntek.AI of any discrepancies in commission calculations.
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6. Compliance Responsibilities

- Adhere strictly to **non-compete rules**:
 - Referral Partners: No promoting or selling competing AI/automation solutions anywhere for 12 months post-partnership.
 - Sales Partners: No selling or promoting competing solutions to clients personally introduced to Ryntek.AI.
 - Maintain **confidentiality** for all Ryntek.AI systems, pricing, client data, and intellectual property.
 - Ensure all client agreements, proposals, and communications align with **Ryntek.AI policies**.
 - Immediately cease representing Ryntek.AI upon termination of partnership.
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7. Operational Best Practices

- Keep all client and internal records **organized, accurate, and up-to-date**.
 - Follow all **system workflows and tools** as provided in onboarding materials.
 - Submit any **customization or special requests** to Ryntek.AI for review before presenting to the client.
 - Maintain **professional communication channels**, including email, phone, and messaging apps.
 - Track submissions and **follow up with clients** to maximize success rates and commission opportunities.
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8. Maintenance & Support Guidance

- Inform clients about **optional maintenance and retainer plans** to ensure ongoing optimization.
 - Explain the difference between **monthly maintenance plans** and **one-time service packages**.
 - Highlight that maintenance plans guarantee system reliability, bug fixes, and workflow adjustments.
 - Encourage clients to consider add-ons that complement their main solution for **maximum efficiency**.
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9. Continuous Learning

- Stay familiar with **updates to Ryntek.AI solutions, services, and workflows**.
 - Attend training sessions and review guides or FAQs provided by Ryntek.AI.
 - Keep up-to-date with **industry trends** to better position Ryntek.AI solutions for client needs.
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Tip for Partners

Use this checklist regularly to self-audit your performance, ensure compliance, and maintain professional, consistent client interactions. Following it increases **client satisfaction, sales success, and commission earnings**.

