

Ryntek.AI Global Partner Handbook

For Sales Partners and Referral Partners (Australia and International)

Welcome to Ryntek.AI

Congratulations! You are now part of Ryntek.AI's global partner network. This handbook is your comprehensive resource for understanding every aspect of your partnership. It covers:

- Your roles and responsibilities
- Commission structures and examples
- Sales and referral workflows
- Tools, templates, and resources
- Legal, compliance, and operational obligations
- Product and solution overviews, including maintenance and retainer plans
- Best practices, FAQs, and glossary of terms

Ryntek.AI provides AI-powered automation solutions including voice AI agents, marketing automation, and client engagement systems. Partners are essential to expanding our global footprint, maintaining operational excellence, and delivering outstanding client experiences.

Purpose of This Handbook:

To ensure every partner, whether local or international, understands Ryntek.AI's expectations, operates ethically, and delivers consistent value to clients while protecting the company's intellectual property, brand reputation, and operational standards.



1. Partner Roles and Responsibilities

Role	Responsibilities	Restrictions
Referral Partner	Identify potential clients, educate them about Ryntek.AI solutions, generate interest, and submit referrals via the Referral Submission Form. Earn commissions on approved referrals that convert into fully paid clients.	May educate clients but cannot negotiate pricing, make promises, close deals, or provide unapproved solutions. All custom or unlisted solutions require written approval from Ryntek.AI before discussion or submission. Must comply with non-compete, confidentiality, and IP rules.
Sales Partner	Actively pitch, present, and negotiate Ryntek.AI solutions, including tailored proposals. Submit deal proposals for approval and earn commissions on approved deals.	Must obtain written approval for all pricing, custom solutions, or integrations. Cannot make commitments beyond approved services. Must comply with non-compete, confidentiality, and IP rules.

Note: All partners are independent contractors. You are responsible for your own taxes, insurance, and business expenses.

2. Getting Started Checklist

1. Review and sign your Partner Agreement.
 2. Join the Ryntek.AI Partner WhatsApp group for updates and support.
 3. Access approved marketing materials, logos, product sheets, and templates.
 4. **Referral Partners:** Begin identifying potential clients and submit referrals via the Referral Submission Form.
 5. **Sales Partners:** Schedule your first client pitch and submit deal proposals for approval.
 6. Familiarize yourself with tools, workflows, commission structures, and legal obligations in this handbook.
 7. Set up personal tracking for submissions, communications, and follow-ups.
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3. Referral and Sales Workflows



Referral Partner Workflow

1. Identify potential clients who may benefit from Ryntek.AI solutions.
2. Educate clients on services to generate interest.
3. Submit referral details via the Referral Submission Form including client name, business, contact info, and service inquiry type.
4. Any custom or unlisted solutions must be submitted to Ryntek.AI for written approval before discussion.
5. Ryntek.AI reviews referrals for completeness and eligibility.
6. Only approved referrals that convert to fully paid clients earn commission.
7. Commission is calculated on the first installation/setup payment.

Sales Partner Workflow

1. Identify potential clients for Ryntek.AI solutions.
2. Pitch solutions using approved materials and templates.
3. Submit detailed deal proposals to Ryntek.AI for approval.
4. Projects over \$1,000 or involving custom workflows, integrations, or unlisted solutions require mandatory written approval.
5. Receive approval from Ryntek.AI and confirm with the client.
6. Ryntek.AI handles invoicing, payment collection, implementation, and ongoing support.
7. Commission is calculated on the first installation/setup payment once the client fully pays.

4. Commission Structures

Referral Partner Commissions

Deal Type	Sale Value	Commission on Profit	Example Calculation
Small	< \$250	25%	Sale \$250 – Base \$50 = Profit \$200 → Commission \$50



Mid	\$250–\$500	20%	Sale \$500 – Base \$150 = Profit \$350 → Commission \$70
Large	> \$500	15%	Sale \$5000 – Base \$500 = Profit \$4500 → Commission \$675

Sales Partner Commissions

Deal Type	Sale Value	Commission on Profit	Example Calculation
Small	< \$500	35%	Sale \$500 – Base \$150 = Profit \$350 → Commission \$122.50
Mid	\$500–\$1,000	30%	Sale \$1000 – Base \$250 = Profit \$750 → Commission \$225
Large	> \$1,000	20%	Sale \$5000 – Base \$500 = Profit \$4500 → Commission \$900

Notes:

- Commissions apply only to the first installation/setup payment. Maintenance or retainer fees are excluded.
- Commissions are payable within 10 business days of full client payment.
- Ryntek.AI reserves the right to adjust or reject deals that do not meet pricing, operational, or quality standards.

5. Partner Responsibilities and Best Practices

- Always use Ryntek.AI-approved materials and branding.
- Maintain professional, ethical, and transparent communication with clients.
- Keep accurate records of all referrals and sales submissions.
- Follow non-compete, confidentiality, and IP rules strictly.
- Submit any custom or unlisted solutions for written approval before pitching.
- Respond promptly to client or Ryntek.AI inquiries.



- Seek guidance from Ryntek.AI for unusual requests or situations.
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6. Tools and Resources

- Referral Submission Form: <https://www.ryntekai.com/partner-resources>
 - Sales Proposal Form: <https://www.ryntekai.com/partner-resources>
 - Marketing Assets and Templates: <https://www.ryntekai.com/partner-resources>
 - Partner Support WhatsApp Group:
<https://chat.whatsapp.com/GxilhnoWzPm3EutlOodacC>
 - Contact Email: info@ryntekai.com
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7. Ryntek.AI Solutions Catalogue

IGNITE

Engage, capture, and book automatically.

Included Features:

- Answers questions instantly
- Books appointments automatically
- Keeps leads organized and followed up
- Web, WhatsApp, and social media integration
- Friendly support anytime

FLOW

Eliminate manual tasks and focus on what matters.

Included Features:

- Finds and qualifies new leads



- Automates follow-ups and reminders
- Keeps everything organized in one place
- Sends updates automatically
- Ongoing support and improvements

SCALE

Calls that qualify, confirm, and schedule.

Included Features:

- Answers and routes calls 24/7
- Books appointments and takes messages
- Handles questions naturally
- Keeps calendars and contacts updated
- Reliable support and regular updates

INFINITY

Everything connected and fully tailored to your business.

Included Features:

- Lead generation
- Fully custom AI workflow automation
- Internal tools and custom dashboards
- Enterprise-grade API integrations and dedicated support

Maintenance and Retainer Plans

Monthly Maintenance Plan

- Regular system monitoring and updates
- Bug fixes and performance improvements



- Workflow adjustments as business grows
- Priority email support
- Ongoing support with flat monthly fee

One-Time Service Package

- Full diagnostic check of automation setup
 - Optimization and bug fixes
 - Documentation of changes made
 - Optional team training session
 - One-time fee based on project scope
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8. Frequently Asked Questions

- **Can Referral Partners pitch to clients?** Yes, they may educate and generate interest but cannot negotiate pricing, make promises, or close deals.
 - **Can Sales Partners negotiate pricing?** Yes, but only with Ryntek.AI approval.
 - **Do commissions apply to maintenance or subscriptions?** No, only first installation/setup payments.
 - **Can I refer clients internationally?** Yes, commissions apply globally under the same terms.
 - **How do I track commissions?** Ryntek.AI will notify you by email when a referral or sale is approved and paid.
 - **What happens if a client cancels or refuses a deal?** No commission is payable unless the client fully pays.
 - **What counts as an approved referral or sale?** Only clients fully verified by Ryntek.AI who complete payment.
 - **How are disputes handled internationally?** Good-faith negotiation followed by online mediation/arbitration under WA law.
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9. Glossary of Key Terms

- **Base Price / Expense Value:** Minimum to cover costs, testing, and operational expenses.
 - **Sale Price:** Price agreed with client, approved by Ryntek.AI.
 - **Profit:** Sale Price minus Base Price.
 - **Approved Referral / Deal:** Verified by Ryntek.AI as meeting quality and payment criteria.
 - **First Installation/Setup Payment:** Initial client payment used for commission calculations.
 - **Maintenance / Retainer Fees:** Recurring payments not included in commissions.
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10. Compliance and Legal Summary

Independent Contractor Status: Partners are independent contractors, not employees or agents. Responsible for taxes, insurance, and expenses.

Non-Compete Rules:

- Referral Partners: Cannot promote, sell, or represent competing AI automation or voice-agent solutions anywhere in the world for 12 months after partnership ends.
- Sales Partners: Cannot promote or sell competing solutions to clients you personally introduced to Ryntek.AI after termination. Free to work with other clients.

Confidentiality and Intellectual Property:

- Do not share Ryntek.AI systems, pricing, client information, or marketing materials outside approved partnership activities.
- All intellectual property remains Ryntek.AI property.

Client Ownership:

- Clients you refer or sell remain Ryntek.AI clients for ongoing services, upgrades, or maintenance.
- Do not independently negotiate or promise services.



Termination:

- Written notice required.
- Pending commissions for approved deals/referrals paid after termination.
- Stop representing yourself as affiliated with Ryntek.AI immediately after termination.

Tax and Global Compliance:

- Partners are responsible for local taxes, duties, or obligations related to commissions.
 - Ryntek.AI does not withhold taxes for international partners.
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11. Motivational Examples

- Mid-level referral project: \$300 sale, \$250 base → Profit \$50 → Commission \$10–15
- Large sales project: \$1,500 sale, \$1,000 base → Profit \$500 → Commission \$100
- High-activity partners can earn hundreds or thousands monthly depending on submissions and follow-ups.

Tip: Track all submissions and maintain consistent communication to maximize earnings.

12. Visual and Quick Reference

Referral Partner Workflow:

Identify Potential Client → Educate → Submit Referral Form → Approval → Client Converts → Commission

Sales Partner Workflow:

Identify Client → Pitch & Present → Submit Proposal → Approval → Confirm Client → Project Delivery → Commission

Responsibilities Checklist:

- Approved materials only



- Record keeping
- Follow legal and IP rules
- Submit custom solutions for approval
- Prompt responses

13. Glossary of Key Terms

Base Price / Expense Value

The minimum cost required to cover operational, setup, and testing expenses of a solution. All profit calculations are based on the difference between the Sale Price and the Base Price.

Sale Price

The total amount charged to the client for a solution or service, as approved by Ryntek.AI. This price is used to calculate commission and must never be negotiated by Referral Partners. Sales Partners must obtain Ryntek.AI approval for any deviation or custom pricing.

Profit

The difference between the Sale Price and Base Price. Commissions for both Referral and Sales Partners are calculated as a percentage of this Profit.

Approved Referral / Deal

A referral or sales deal that has been reviewed and verified by Ryntek.AI. Only approved referrals or deals that convert into fully paid clients are eligible for commissions.

First Installation / Setup Payment

The initial payment made by the client for a solution, used as the basis for calculating partner commissions. Recurring fees such as subscriptions, maintenance, or retainers are not included.

Maintenance / Retainer

Ongoing support or service plans provided by Ryntek.AI after the initial setup. Maintenance can include updates, optimizations, bug fixes, and workflow adjustments. Retainers may be monthly or one-time service packages. Commissions are not applied to these payments unless explicitly stated.

