Retailer partner application

Refer your international shoppers to Every Step Holdings and earn **a flat R100 for every shopper** who joins and ships with us. Free to join, paid monthly by EFT.

Fill this in by hand or on a computer, then email it to **parcel.forwarding@everystep.co.za** or WhatsApp a photo to **+27 66 411 0442**. Fields marked ***** are needed to open your account. You can also apply online at **everystep.co.za/partners** and get your code the same day.

1. Your shop

Shop or business name *

Website or Instagram

Trading as / brand, if different

Company registration or VAT no. (optional)

What do you sell?

2. Main contact

Your name *

Your role

Email address *

WhatsApp or phone

City and province

Best time to call

3. Your international shoppers

Where do they live? (e.g. United Kingdom, Australia, UAE, Canada)

Roughly how many international orders a month?

☐ Just starting — a few enquiries ☐ 1 to 10 ☐ 11 to 50 ☐ More than 50 a month

How do customers usually ask you about delivery abroad?

Anything else we should know about your customers or your shop?

4. Where we pay your commission

Commission is paid in South African rand by EFT, to an account in the partner's name.

Account holder name *

Bank *

Account number *

Branch code *

Account type

☐ Cheque / current ☐ Savings ☐ Transmission

5. Declaration and consent

I confirm the details above are correct and that I am authorised to apply on behalf of this business. I have read and accept the partner programme terms at **everystep.co.za/partners#terms**. I understand that the partner fee is a flat R100 for each shopper I refer who joins and whose first parcel is shipped, paid once per shopper; that joining alone does not earn it, and that no fee is paid on my own, staff or family accounts or on parcels refunded before dispatch; that a referred shopper is credited to me for 90 days from their first visit; and that either side may end the arrangement on 30 days' written notice. I confirm I have permission to share the contact details of any customer I introduce.

Signature

Date

Name in block letters

For Every Step Holdings (office use)

The arrangement at a glance

The short version of what you are signing up to. The full terms live at everystep.co.za/partners#terms and are sent with your partner code.

WHAT YOU EARN	A flat R100 for every shopper you send who joins and whose first parcel we ship. One payment per shopper, and it does not depend on what they spend with us.
WHAT EARNS IT	A shopper you referred joining us and then shipping their first parcel — whatever they spend, and however many parcels follow.
WHAT DOES NOT EARN IT	A shopper who joins but never ships, your own, staff or family accounts, accounts opened mainly to earn the fee, and parcels refunded or cancelled before dispatch.
HOW A SHOPPER IS CREDITED	They open your link (remembered in their browser for 90 days), type your code when they join, or quote your shop name to us on WhatsApp or email before their first shipment. One shopper, one partner — the first code recorded wins.
WHEN YOU ARE PAID	A statement by email on the first working day of the month, and payment by EFT by the seventh once your balance reaches R100 — one shopper. Below R100 it carries over to the next month.
YOUR CODE AND LINK	Issued when we receive this form, usually the same working day — something like ES-SHOP-4F7A2C and everystep.co.za/?ref=ES-SHOP-4F7A2C.
WHAT IT COSTS	Nothing. No joining fee, no monthly fee, no stock to buy and no minimum sales.
HOW YOU MAY USE IT	Product pages, order confirmations, newsletters, social posts and replies to customers asking about delivery abroad. No paid search on our name, no spam or bought lists, and never present yourself as Every Step Holdings or as our agent.
ENDING IT	Either side can end the arrangement on 30 days' written notice. Commission already earned is still paid.

6. What happens after you send this in

- **We check your shop** and email your partner code and link, usually the same working day.
- **You put the link where shoppers can see it** — on your product pages, in your checkout note or order confirmation, or in your reply to the next customer who asks about delivery abroad.
- **We look after your shopper**: a South African locker address, receiving and photographs, a rand quote they approve, tracked courier, and R2 000 insurance on every shipment.
- **You are paid monthly** once your balance reaches R100, with a statement showing the shipments and amounts.

7. Send it back

Email: parcel.forwarding@everystep.co.za · **WhatsApp:** +27 66 411 0442 · **Phone:** +27 13 004 0128
Post or visit: Every Step Holdings, 27 Bester Street, Mbombela 1200, Mpumalanga, South Africa
Monday to Friday, 08:00–17:00 South African time

FOR OFFICE USE ONLY		
Partner code	**Approved by**	**Date**