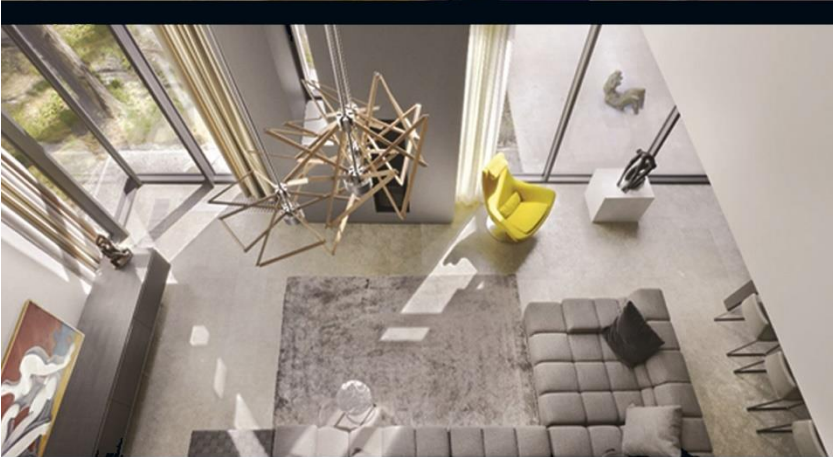




OXBRIDGE  
ACHIEVING EXCELLENCE



ONBOARDING  
WELCOME TO  
OXBRIDGE



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# WELCOME

We would like to welcome you to Oxbridge. Our business is cutting edge and we are constantly looking to challenge tradition in order to provide our clients with the best service, advice and products available.

We have offices in every state and territory in Australia and New Zealand, Indonesia, Fiji, China, USA and South Africa. Our agents are recognised in their local communities for their professionalism, expertise and ability to service clients in an ever-changing market.

Oxbridge is committed to developing and establishing an innovative, best practice real estate agency with all our systems and processes focused on achieving the results you desire when selling or renting your client's property.

We provide the opportunity for motivated individuals to perform in an incentive driven environment where the sky is the limit. To achieve this, we will help you prospect for leads and support you with the latest tools and technology.

We believe a strong team culture is vital so we celebrate individual and team success often and we encourage social events and team building opportunities. We also provide on the ground training that will equip you with the tools to win new businesses from a practical perspective.

Few other real estate agencies can boast the same combined level of skills, innovation, qualifications or experience as Oxbridge. We are Achieving Excellence in Real Estate.

We welcome you,

The Oxbridge Team



# OXBRIDGE

## ACHIEVING EXCELLENCE

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# 1. Electronic Signing

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Congratulations! You are offered as a Sales/Property Management Partner with Oxbridge. We undertake a selective process to ensure the best agents are in working with us. After all, we will be investing in you to help grow your business.

The first thing is to sign the electronic agreement sent to you via DocuSign. DocuSign is used frequently at Oxbridge for Sales Contracts, Rental Agreements, Listing Agreements, NDAs, Entry notices etc. Welcome to the digital age!

If you want to sign electronically any documents with clients, tenants, landlords, buyers etc please access this function via REA Forms or Realworks. Oxbridge Agents can also access free one-month trial with DocuSign or sign up to DocuSign yourself for a significantly discounted price through Oxbridge.

You can also contact [support@oxbridge.com.au](mailto:support@oxbridge.com.au) so we can send the document for you. Oxbridge maintains a large depository of all commonly used templates for sales and rentals in all states.

DocuSign is a San Francisco-based company that provides electronic signature technology and digital transaction management services for facilitating electronic exchanges of contracts and signed documents. DocuSign's features include authentication services, user identity management and workflow automation. Signatures processed by DocuSign are comparable to traditional signatures based on the product's compliance with the ESIGN Act as well as the European Union's Directive 1999/93/EC on electronic signatures. In Australia, Electronic Signature has been recognized by law in Australia since 1999, with the passage of the Electronic Transactions Act. Australia has a history of being an open, business-friendly, eSignature technology-neutral environment. See <https://www.docusign.com/how-it-works/legality/global/australia>



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## 2. Essential Resources

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- Agents Website: <http://agents.oxbridge.com.au/>
- Our Agents resource section contains templates, scripts, training video, software, letter samples etc <http://agents.oxbridge.com.au/resources/>. You must log in using your Oxbridge Google account or designated password
  - Under Oxbridge Weekly Leads you will find access to our weekly sales/rental leads through our patented software (see <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2019100183>) You will need to access the leads using your Google account. All leads from the company have free marketing.
- General Support: Oxbridge provides 24/7 support through our partner FreshDesk. Please send all support questions (technical, billing, marketing, accounts etc) to [support@oxbridge.com.au](mailto:support@oxbridge.com.au)
- Marketing Support (Logo, Website Design and Image /Video Editing): [marketing@oxbridge.com.au](mailto:marketing@oxbridge.com.au)
- Eagles Support: For all CRM support enquiries please send to Eagle Support Team [support@eaglesoftware.com.au](mailto:support@eaglesoftware.com.au)
- Hosting Support: [help@crazydomains.com.au](mailto:help@crazydomains.com.au)
- Realestate.Com.Au Support – [support@realestate.com.au](mailto:support@realestate.com.au)
- Domain Support: [support@domain.com.au](mailto:support@domain.com.au)
- RP Data Corelogic: [customercare@corelogic.com.au](mailto:customercare@corelogic.com.au)
- 1 Form: [support@1form.zendesk.com](mailto:support@1form.zendesk.com)
- We endeavour to reply to your requests within 5 hours.





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## 3. E-mail Setup

---

### Oxbridge Partners

Oxbridge partners will be invited to the Oxbridge Gmail platform automatically. As an Oxbridge partner agent, you have access to a range of unlimited Google Suite products including unlimited Gmail, Calendar, Storage, Video Conferencing, Google Map etc. G Suite is a cloud computing, productivity and collaboration tools, software and products developed by Google. G Suite comprises Gmail, Hangouts, Calendar, and Google+ for communication; Drive for storage; Docs, Sheets, Slides, Forms, and Sites for collaboration. It also includes the digital interactive whiteboard Jamboard. We have also unlimited cloud storage, additional administrative tools and advanced settings (such as Zapier), as well as 24/7 phone and email support. You will be using Google Drive (sharing large files with others, e.g. Contracts and images), Google Map (for prospecting) and Google Calendar

### Oxbridge Affiliates

Oxbridge Affiliates have access to our standard unlimited e-mail. We recommend you use IMAP. The setup for Outlook & Smartphones is as follows:

Username:	username@xxx.oxbridge.com.au
Password:	Use the email account's password.
Incoming Server:	mail.xxx.oxbridge.com.au IMAP Port: 143
Outgoing Server:	mail.xxx.oxbridge.com.au SMTP Port: 25 or 26

IMAP, POP3, and SMTP require authentication. "username is your assigned username and xxx is your state, e.g. john@nsw.oxbridge.com.au" Do not select SSL or TLS

E-mails can also be accessed online at <https://webmail.au.syrahost.com/>. Password can be changed by sending an e-mail to [support@oxbridge.com.au](mailto:support@oxbridge.com.au)



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## 4. Outlook E-mail Setup

### Step 1: Enter your e-mail address on Outlook

×



alice@qld.oxbridge.com.au



Advanced options ^



Let me set up my account manually

Connect



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## 4. Outlook E-mail Setup

---

### Step 2: Select IMAP

---



 Outlook

Advanced setup



Office 365



Outlook.com



Exchange



Google



POP



IMAP



Exchange 2013  
or earlier





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## 4. Outlook E-mail Setup

---

### Step 3: Enter Server Details as Below

IMAP Account Settings

alice@qld.oxbridge.com.au

[\(Not you?\)](#)

Incoming mail

Server  Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server  Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

[Go back](#)

[Next](#)



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## 4. Outlook E-mail Setup

---

### Step 4: Enter your Password



IMAP Account Settings

alice@qld.oxbridge.com.au

[\(Not you?\)](#)

Password

A password input field with a blue border. The text inside is masked with asterisks. A small blue icon of an eye is visible on the right side of the field, used to toggle password visibility.



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## 4. Outlook E-mail Setup

### Step 5: Account Successfully Added



Account successfully added



**IMAP**

alice@qld.oxbridge.com.au

Add another email address

Email address



Next

Advanced options ^

☒ Let me set up my account manually



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## 5. Phone/Tablet Setup

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Upon signing a contract with us via Docusign you should receive your welcome e-mail to Oxbridge. You need to use the username and login to log into your Gmail account for Full Partners or state based e-mail for Associates. Please change your password on first login.

Please see <https://agents.oxbridge.com.au/knowledge-base/add-e-mail-to-iphone-android/> and <https://agents.oxbridge.com.au/knowledge-base/setting-up-e-mail-on-outlook/>

You may also wish to setup your Oxbridge email on other platforms:

- Apple iPhone/iPads: <https://support.apple.com/en-au/HT201320#automatic> (Select Google under the “Add Account” Option”
- Android Phone/Tablets: <https://www.digitaltrends.com/mobile/how-to-set-up-gmail-on-your-iphone-or-android-device/>
- Outlook: <https://www.howtogeek.com/353584/how-to-use-gmail-with-microsoft-office/> To use Outlook on your Gmail, you have to generate a secure 2 factor authentication password or “Allow Less Secure Apps” such as your Outlook mail software. See <https://www.dummies.com/programming/networking/using-microsoft-outlook-with-gmail/>



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## 6. E-mail Setup

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Signature: Your account comes with pre-determined signature. Feel free to edit it to suit your needs. The following is recommended:

Thank you,

Warmest Regards,



---

**John Smith**

**Fully Licensed Agent and Auctioneer**

**Australian Financial Review Innovation Award Shortlist**

**Finalist for REIQ Innovation Award**

**Finalists REB Awards for Corporate Innovation**

**Finalists REB Awards for Corporate Education and Training**

**Oxbridge**

National HQ: 1300 680 690 | 0420 000 000

Web: [www.oxbridge.com.au](http://www.oxbridge.com.au)

ACT: Level 4 & 5, 15 Moore St, Canberra ACT 2601

NSW: Level 5 & 6, 616 Harris Street, Ultimo, Sydney NSW 2007

NT: Level 16, 19 Smith Street, Charles Darwin Centre, Darwin City NT 0800

QLD: Level 1, 16 McDougall Street, Milton QLD 4064

QLD: Level 13, 50 Cavill Avenue, Surfers Paradise 4217

SA: Level 5, City Central, Tower 2, 121 King William Street, Adelaide, SA 5000

TAS: Oxbridge House, 35 Melville Street, Hobart TAS 7000

VIC: Level 14, 380 St Kilda Road, Melbourne VIC 3004

WA: Level 1, 100 Havelock Street, Perth, Western Australia, WA 6005

Ph: 1300 680 690

Fax: (07) 3198 2401



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## 7. Corelogic RPData

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RP Data Professional is the leading property data solution used by property professionals in Australia. Prepare reports, generate value estimates, verify information and conduct highly targeted marketing. We use this extensively for prospecting.

You will be invited to join Oxbridge's RP Data account by e-mail. Oxbridge subscribes to **Full National Access to RPData with Full Prospecting Modules** (worth \$350/month individually). For Video Training on RPData see <https://www.corelogic.com.au/training/rp-data-professional>. Corelogic also runs classroom training twice a month. See [https://www.corelogic.com.au/training/rp\\_professional\\_classroom\\_training](https://www.corelogic.com.au/training/rp_professional_classroom_training) and training videos are at:

- Corelogic Basics: <https://www.youtube.com/watch?v=5NCjPqQ9hug>
- CMA: <https://www.youtube.com/watch?v=0eMDmPwqpk>
- Enhanced Mapping Tools: <https://www.youtube.com/watch?v=RM7yZ3x1D8>
- RP Data for Property Managers: <https://www.youtube.com/watch?v=luKsOjvFvW4>
- Dynamic Radius Search: <https://www.youtube.com/watch?v=KhGReFJtJsk>
- Professional Signature: <https://www.youtube.com/watch?v=yKOUafF6rl4>

All the above videos are available for download through our Agents resource page

<http://agents.oxbridge.com.au/knowledge-base/>





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## 8. Oxbridge CRM

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The Oxbridge Eagles CRM is state of the art in the marketplace. Its features are second to none. To gain access, you need to go to our main page and click on Agents Login at [https://www.eagleagent.com.au/users/sign\\_in](https://www.eagleagent.com.au/users/sign_in). You then need to enter your e-mail address and click on "forgot password". Your password will be reset. Please change your password on login. Eagles also run regular training sessions on our CRM.

The CRM also includes an App on your phone in which you can download. The App is also an inspection App

- iOS - <https://itunes.apple.com/us/app/eagle-crm/id1428278174>
- Android - <https://play.google.com/store/apps/details?id=au.com.eaglesoftware.crm>

Eagles has an extensive resources page at <https://help.eaglesoftware.com.au/>

You may want to have a look at:

Mobile Contacts Synchronization (Sync your Mobile Contacts to the CRM):

- <https://help.eaglesoftware.com.au/article/31-setting-up-mobile-contacts-synchronization>

Automations (Automatically respond to enquiries, automatically updating vendors, clients, buyers and tenants etc)

Your account comes with Oxbridge standard automations. You can setup new ones if you wish

- <https://help.eaglesoftware.com.au/article/50-automations>

You can also setup automatic synchronization between your calendar, contacts with Eagle software

- <https://help.eaglesoftware.com.au/article/31-setting-up-mobile-contacts-synchronization>



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## 8. Oxbridge CRM

### Listings and Contracts

For compliance and legal requirement, it is imperative that you upload all listing documents, agreements, site plans etc into the CRM. Contracts should also be upload into the contracts section so our accounting team can issue trust receipts to buyers etc.

Contracts

+ Add New Contract

Current Contracts Overdue Settled Cancelled

Filter contracts by: Street Suburb

INSERT ALL CONTRACTS ONCE SIGNED

UPLOAD FLOORPLANS

+ Upload floorplans...

UPLOAD LISTING & OTHER DOCUMENTS

UPLOAD DOCUMENTS

Right click and select "Save link as" to download

25 Park Street Ipswich - Form 6 Appointment of Real Estate Agent.pdf  
Added on Mon 26 Nov  
Send

contract 25 Park St.pdf  
Added on Mon 26 Nov  
Send

+ Upload documents...

Listing Copy

Activate Windows



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## 9. Real Estate Institute Forms

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As a member of the Real Estate Institute in your state Oxbridge uses REI Forms and Realworks to compile the necessary forms and contracts. Oxbridge has also subscription to Realinspect, an app that allows you to undertake inspections for property management. Your account should already have been setup. Simply click on "Forgot Password" and reset the password on first login.

- REI QLD Forms - <https://app.realworks.com.au/>
- REI NSW Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI VIC Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI SA Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI WA Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI NT Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI ACT Forms - <https://www.reaforms.com.au/frontend/login.php>
- REI TAS Forms - <https://www.reaforms.com.au/frontend/login.php>



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## 10.Homepass and Eagles App

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Homepass and Eagle Inspection App are used to log details of property inspections

Oxbridge provides you with access to two Inspections apps, Eagle Inspections Homepass. Both apps are great for recording and maintaining a record of visitors to your property inspection. You should have been invited to join Homepass. Eagles is preferred as it combines CRM and Inspection in one App. You can download Eagle Inspections on your Android and Apple devices. The login and password are the same as your CRM.

- You may access Homepass training at <https://www.homepass.com/> - <http://support.homepass.com/using-the-homepass-app/getting-started/do-you-have-training-videos>
- You may access Eagle Inspection training through our CRM



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## 11. Marketing for Vendors and Agents – with AfterPay & ZipPay

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You can order marketing for your vendors and yourself through our dedicated website: <http://www.oxbridgemarketing.com.au/> Oxbridge provides you with easy to use website - Oxbridge Marketing. You can order signboards, photos, floorplans etc for your vendors or A-frame, stationery etc for yourself. For vendor paid advertising (VPA) you can check the balance of your vendor's fund on the CRM.

Oxbridge is one of the first agencies in Australia to use Afterpay and ZipPay – which means you can pay in 4 monthly interest free installments without any credit application or checks.



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## 12. Business Cards, Stationery, A-Frame

For all your stationery needs our national supplier is Digital Central (cheapest bulk prices around guaranteed). You will receive an individual login to Digital Central at <https://realestate.digitalcentral.com.au/dc/> where you can order your own products. Please send e-mail to [marketing@oxbridge.com.au](mailto:marketing@oxbridge.com.au) so we can help you design your stationery, business cards, A-Frame, Signboards et.

You can also order business cards through Oxbridge Marketing <http://www.oxbridgemarketing.com.au/> or use your own provider. We suggest minimum 350-400GSM. Your business cards and stationery should have the Oxbridge logo so that we can cover you for insurance purposes. Please send e-mail to [marketing@oxbridge.com.au](mailto:marketing@oxbridge.com.au) so we can help you design your business card.

Business Card Templates are found at <http://agents.oxbridge.com.au/resources/> You can find the ordering instructions at <http://agents.oxbridge.com.au/resources/> if you want to use our supplier.

Some of the cheapest providers include:

- Vista Print - <https://www.vistaprint.com.au> (Search for special offers) double sided full gloss 350 GSM

Number of Cards	\$/Card	Retail Prices	Oxbridge Prices
250	\$0.12	<del>\$57.94</del>	\$36.96
500	\$0.10	<del>\$97.51</del>	\$56.74
1000	\$0.10	<del>\$192.96</del>	\$104.46
1500	\$0.09	<del>\$281.02</del>	\$148.49
2000	\$0.09	<del>361.86</del>	\$188.92
2500	\$0.09	<del>\$441.04</del>	\$228.50
5000	\$0.08	<del>\$765.86</del>	\$390.92
10000	\$0.07	<del>\$1,381.56</del>	\$698.75

\*Price includes free delivery

- Officeworks - <https://www.officeworks.com.au/print/print-and-copy/business-cards>
- Moo - <https://www.moo.com/au/products/business-cards.html>





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## 13.Training

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Oxbridge provides you with regular free training and support through

Oxbridge provides you with regular training and support. You can check out the calendar of training at <https://agents.oxbridge.com.au/calendar/>

Access Oxbridge Meetings and Training at <http://join.me/oxbridgegroup>. Our training archive is at <http://agents.oxbridge.com.au/resources>



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## 14. Printers and Paper

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Oxbridge has done the research for your printer and paper to reduce the cost of ownership. For great print quality and affordability we recommend the Brother MFC-9335CDW (available at Officeworks -

<https://www.officeworks.com.au/shop/officeworks/p/brother-wireless-colour-laser-mfc-9335cdw-brmfc9335c>).

Generic toners are available on eBay (4 toners for \$45 – see

[https://www.ebay.com.au/itm/131095496031?ul\\_noapp=true](https://www.ebay.com.au/itm/131095496031?ul_noapp=true)) or you can buy genuine Epson toners online.



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## 15. Property and Hotel Management

Oxbridge provides you with all the necessary software for property management - including renting as a whole property, room by room and short-term hotel rentals. Oxbridge uses Managed App (Trust-free accounting), Our Property (Trust-free accounting), and Property Tree – 3 of Australia's leading Property Management and Trust Accounting software companies. For hotel management we use Update247, based in Melbourne is Australia leading hotel and reservation management system.

Access Oxbridge Property Training at <http://agents.oxbridge.com.au/resources> for initial training before joining us as a Property Manager.

Please do the following:

1. Register as Property Manager at <https://1form.com/ams/signup> Our ABN is 18616229611
2. We will register you on Property Tree and Managed App. Managed App (<https://www.managedapp.com.au/>) is a unique software that allows trust-free accounting and instantaneous payment to the landlord and to agents. This is gradually surpassing Property Tree as the preferred choice for property and hotel management as it allows instantaneous payments to landlords and agents. See [http://www.oxbridge.com.au/post?post\\_id=1796](http://www.oxbridge.com.au/post?post_id=1796)

### WE ARE UNIQUE

Oxbridge is one of the very few accredited agencies in Australia offering a complete solution for property management. These include **general tenancy** (renting out a property to one tenant on a long-term contract), **rooming** (renting out the property on a room by room basis) and **short-term hotel management** (renting out the property short-term to guests)

Oxbridge gives agents the flexibility of running your own rent roll without the inconvenience of managing a trust account, managing the property management backend or purchasing and maintaining expensive software. Oxbridge provides the best software in the industry with rental prospecting support.



CoreLogic  
RP Data



reaforms™  
Real Estate Australia Forms



REI  
Inspect LIVE



AUSTRALIA'S LARGEST  
NATIONAL TENANT DATABASE



1form.com.au

DocuSign®

Managed



OurProperty.com.au  
Our intelligent solution



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## 16. Property Management

### OUR OFFERINGS

We offer complete flexibility for our agents to build an ongoing passive income. We offer the following for general tenancy, rooming and short-term rentals:

	Self-Management	Backend Management	Full Management
<b>Description</b>	Agents fully manages the property. Agent is responsible for receipting and bond lodgement. Agent requires trust account	Agents are responsible for viewings, entry, periodic and exit reports. Oxbridge manages the trust account, bond lodgement, maintenance and arrears	Oxbridge fully manages the property on behalf of the agent. Also available for hotel management
<b>Split (Agent/Oxbridge)</b>	90%/10%	50%/50%	10%/90%
<b>Who Receives Letting Fee</b>	Agent	Agent	Oxbridge
<b>Access to Property Tree</b>	Yes	Yes	Yes
<b>Access to Property Management Forms</b>	Yes	Yes	Yes
<b>Access to Inspection Software</b>	Yes	Yes	Yes
<b>Access to CRM</b>	Yes	Yes	No
<b>Monthly Fee</b>	\$110*	\$110*	None
<b>RPData Corelogic</b>	Full National Access	Full National Access	No
<b>Prospecting Support</b>	Yes	Yes	Yes
<b>Website Template &amp; Hosting</b>	Yes - Free	Yes - Free	Yes - Free
<b>Landlord/Tenant Portal</b>	Yes	Yes	Yes
<b>Unlimited Support</b>	Yes	Yes	Yes
<b>Realestate.com.au Fee</b>	None/Unlimited	None/Unlimited	None/Unlimited

\* Waived for existing agents



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## 17. Support

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Oxbridge provides you with all the support you need through [support@oxbridge.com.au](mailto:support@oxbridge.com.au).

Oxbridge provides you with full support for CRM, Accounts, Billing, Marketing and all property related issues through our online platform. Instant chat support is also available through our CRM

Access Oxbridge Support at <http://agents.oxbridge.com.au/support> for real-time support. Please download a copy of TeamViewer (<https://www.teamviewer.com/en/>) to help us support you quicker.



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## 18. Prospecting Support

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Australian Government  
IP Australia

The key to being a successful sales or rental agent is prospecting. Oxbridge provides both the theoretical and more importantly the practical knowledge to help you prospect for listings.

Oxbridge also engages in various techniques to help our agents prospect for new listings. These include letterdrops, doorknocking, mailing and phone prospecting.

Oxbridge's unique prospecting software has been granted an exclusive patent – given its agents a huge competitive advantage in the market place. The patent is an automated data extraction tool that optimizes the real estate prospecting process - specifically targeting owners that are selling/renting their own residential/commercial property or business. The tool automatically identifies content within repositories, and zones within content, that are of greatest interest, and converts them to CSV, Excel, XML and other formats for further downstream processing. See

- <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2019100183>
- <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2020100805>

Under Oxbridge Weekly Leads you will find access to our weekly sales/rental leads through our patented software (see <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2019100183> and <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2020100805>) You will need to access the leads using your Google account. All leads from the company have free marketing.





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## 19.Co-Branding and White Labelling Policy

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Co-branding is highly encouraged at Oxbridge. The following rules apply:

- The Agent's logo and Oxbridge logo must be the same size.
- All branding for signs, brochures, email signatures, business cards, flags, corflutes, personal websites, and any other marketing materials must remain consistent with Oxbridge's branding guidelines, with the co-branded logo incorporated.
- Anywhere your logo is displayed the Oxbridge logo must also be displayed. Any non co-branded marketing materials used will need to be taken down within a reasonable time period of 1 month from your commencement date with Oxbridge.
- All marketing materials must be approved by the marketing team ([marketing@oxbridge.com.au](mailto:marketing@oxbridge.com.au)) at head office to ensure all marketing and branding is correct, professional, and of the highest quality.
- These guidelines are designed to ensure consistency to the public. Failure to follow this policy may invalidate our insurance cover for you or your company.



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## 20. Property Platform

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Oxbridge subscribes to Property Platform from Realestate.com.au. We have built a large network of affiliates to sell your off-market and projects

- Property Platform is a global sales management tool designed for property developers, project marketers, agents and builders, to help you manage inventory, reservations and private sales networks.
- It keeps everyone up-to-date on availability and status of your entire inventory – including apartments, house & land, and land estate projects.
- You'll be able to keep track of projects, manage your agents privately and control your entire inventory and sales process.
- Property Platform has no boundaries, so you can keep your global network up-to-date with customised currency and language options.
- You can also centrally manage leads, assign them across your sales team and add comments, feedback and score leads to stay on track.
- See <https://propertyplatform.realestate.com.au/>

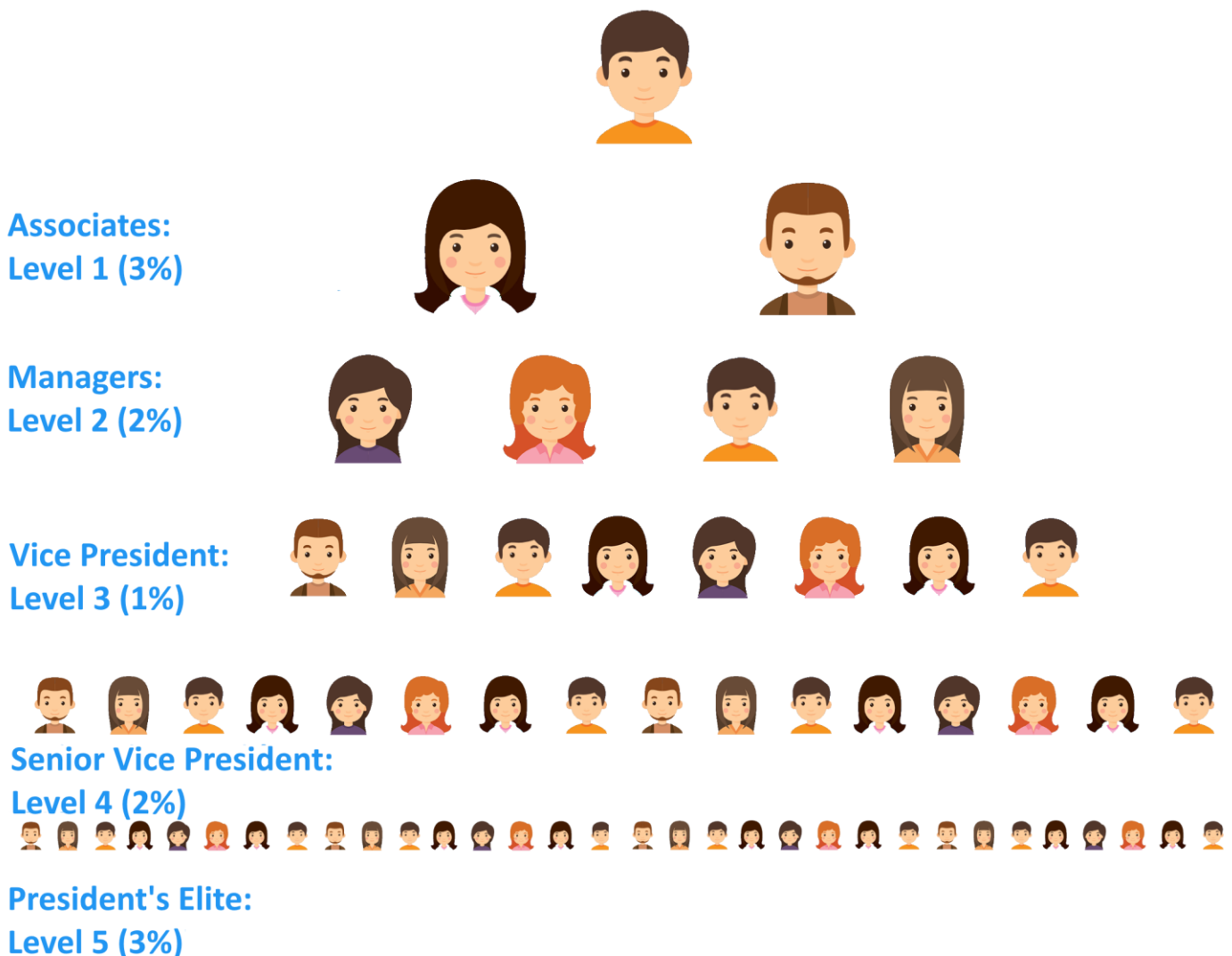


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## 21. Referral Program

Oxbridge allows our agents to build multi-level affiliates for sales, rentals and finance.

When you refer another agent or property manager to Oxbridge, you'll receive 3% commission of Oxbridge's split for every sale or rental that we manage or co-manage. If they refer another property manager or agent, you'll receive 2% of everything they sale or rent. If they do the same it will be 1% etc. These referral fees will be for life as long as you still with Oxbridge. We will issue as Oxbridge to your account monthly.





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## 22. Corporate Benefits

Oxbridge members enjoy the following benefits:

### Mercedes Benz



#### Mercedes-Benz

Oxbridge is a proud member of the Mercedes-Benz Corporate Program after fulfilling the minimum annual purchase and organisation size requirement (over 300 agents). Oxbridge members can access the following eligible benefits including:

- 3 years complimentary scheduled servicing.
- Access to the Corporate Rewards Portal
- Significantly discounted pricing
- Reduced retailer delivery fee
- Pick-up and drop-off or access to a loan car when servicing your vehicle.
- Access to your own Corporate Sales Consultant
- In addition to this Oxbridge Finance in collaboration with Mercedes provides THE MOST COMPETITIVE FINANCE GUARANTEED. There are great benefits by being a member of Oxbridge. If you are interested in purchasing a significantly discounted Mercedes on our corporate program please let us know.

### Regus Business Lounges



Oxbridge is now a proud member of the Regus Corporate Program. Regus is a multinational provider of serviced offices, coworking spaces, business lounges, virtual offices, meeting rooms, and video teleconference services, employing over 10,000 people at more than 3,340 locations in more than 120 countries, and providing services to over 2.5 million individual clients. Oxbridge members can access the following eligible benefits including:

- Access to any Regus business lounge
- Complimentary beverages
- Secure WiFi
- Access to a printer, scanner and photocopier
- 10% discount on meeting room bookings if you book via Oxbridge

## **QANTAS Business Program**



Oxbridge is a proud member of the Qantas Business Program. Oxbridge members enjoy:

- Oxbridge members collectively earn Qantas Points meaning we all reach higher status faster
- You also individually earn points and Status Credits
- Earn more points the more your team fly for work
- Save up to 8% on the base fare of selected flights
- Transfer points to Qantas Frequent Flyer accounts

## **Virgin Airlines Corporate Program**



Oxbridge is a proud member of Virgin Australia accelerate corporate program.

Virgin Australia accelerate is Virgin's business rewards program tailored to Australian businesses who spend a maximum of \$300,000 on domestic and international flights. The accelerate program offers benefits on Virgin Australia flights including codeshare flights operated by Virgin's international accelerate partner carriers Delta Air Lines, Etihad Airways and Virgin Atlantic.

- Free to join with no ongoing membership fee for Oxbridge members
- All Year Round plus exclusive promotional Fare Advantage discounts.
- Annual travel credits when you spend \$20,000 or more on eligible flights.



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- Free to join with no ongoing membership fee for Oxbridge members
- All Year Round plus exclusive promotional Fare Advantage discounts.
- Annual travel credits when you spend \$20,000 or more on eligible flights.
- Two Velocity Pilot Gold memberships when you track \$2,000 base fare within the first 3 months.





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## 23. Websites

Oxbridge provides website design and website hosting for our agent. The current pricing is:

Package	Price
Standard Wordpress Real Estate Website (Generic Template) + 1 Year of Free Hosting	Free
Standard Wordpress Real Estate Website + Customization to your branding + 1 Year of Free Hosting	\$600 + GST (Installment Available)
Lead Generation Website + 1 Year of Free Hosting	\$250 + GST (Installment Available)
Logo Design	\$50 + GST
Hosting for 1 Year after 1 <sup>st</sup> year	\$60 + GST
Eagles Agent's Site	\$40 + GST per month

To request a website please e-mail [support@oxbridge.com.au](mailto:support@oxbridge.com.au) with your Domain name. The following needs to be changed on your Domain Name registry:

Update the Name Servers to:

ns1.syrahost.com

ns2.syrahost.com