



**TERMS OF BUSINESS
FOR THE INTRODUCTION AND SELECTION
OF TEMPORARY STAFF**

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Terms of Business

For the Introduction and Selection of Permanent Staff

These Terms of Business are between Ashdown Consulting Pty Ltd (ABN 67 003 055 785) (our/we) and the Client (you) and specify the conditions upon which we will provide services to you.

<p><u>Acceptance Of Terms</u></p> <p>Your receipt of a resume, interviewing or engagement of a candidate in any capacity, or the passing to any other person or organization of personal information pertaining to a candidate introduced to you by us, will be taken as your acceptance of our terms of business.</p> <p><u>Fees</u></p> <p>You are responsible to pay our hourly fee as agreed at the time of booking, for all hours worked by the temporary worker. You will be required to sign weekly time sheets that we rely upon as an authority to pay the temporary employee and confirm your satisfaction of our services. Failure to sign the time sheet does not alter your liability to pay for hours worked. Please note that there is a four hour minimum charge for the temporary employee as per the applicable award.</p> <p>Our stated fees do not include any GST. GST will be calculated at the standard government rate and added to the invoice total.</p> <p><u>Suitability of Selection</u></p> <p>We make every effort to ensure our candidates are suitable for your requirements.</p> <p>We endeavour to ensure the complete authenticity of all information supplied through the reference checking process.</p> <p>You however, are responsible for any loss, expense, and damage or delay whenever and however caused, and agree to indemnify us and our temporary employees in respect to any action resulting from damages, costs, and expenses of any description arising from our provision of a temporary worker.</p>	<p><u>Supervision of Temporary Worker</u></p> <p>As the temporary worker will at all times be under your direction and control with you being responsible for all acts, errors or omissions by the worker, you must provide supervision to ensure your standards are attained.</p> <p>You are responsible for ensuring that all of your obligations under appropriate Occupational Health and Safety legislation are satisfied in relation to temporary workers.</p> <p><u>Our Quality Guarantee</u></p> <p>At all times we endeavour to provide a temporary employee in line with your current recruitment needs & details (including standard of skill, integrity and reliability from the temporary worker).</p> <p>However, we accept no liability for any loss, expense, damage or delay incurred from failure to provide our temporary worker for all or part of the length of the assignment. We accept no liability for any negligence, dishonesty, misconduct or lack of skills of the temporary employee. You agree to indemnify us and our employees in respect of any action. Including all damages, costs, expenses and penalties of any description whatsoever arising from or related to the employment of the temporary candidate.</p> <p><u>Temp to Perm Fee Schedule</u></p> <p>Our recruitment fee is calculated on the total permanent annual remuneration package (see standard Permanent Fee Schedule) and discounted as follows:</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>0-3 months</td> <td>Standard Perm Fee</td> </tr> <tr> <td>3-6 months</td> <td>20% off Standard Fee</td> </tr> <tr> <td>6-9 months</td> <td>40% off Standard Fee</td> </tr> <tr> <td>9-12 months</td> <td>60% off Standard Fee</td> </tr> <tr> <td>Over 12 months</td> <td>No fee is charged</td> </tr> </tbody> </table> <p>Remuneration packages are the total of remuneration in any form including Base Salary, Superannuation, Company Car or Vehicle Allowance and any other benefit.</p> <p>Please note that there is no guarantee period on any Temporary to Permanent placements.</p>	Position	Rate	0-3 months	Standard Perm Fee	3-6 months	20% off Standard Fee	6-9 months	40% off Standard Fee	9-12 months	60% off Standard Fee	Over 12 months	No fee is charged	<p><u>Fixed Contract</u></p> <p>If you wish to place a temporary employee on a fixed contract (i.e. on your payroll for a fixed period of time), a fee will be charged equivalent to our permanent fee schedule on a pro rata basis.</p> <p><u>Confidentiality</u></p> <p>All resumes and introductions are for the sole use of you and your company. You may not disclose any information regarding the candidate to any other party without our consent.</p> <p><u>Onward referral</u></p> <p>If at any time you disclose information regarding any candidates that have been introduced by Ashdown Consulting to other parties, within a 12 month period from introduction, that results in their engagement in any capacity (temp or perm) a fee will apply as per our Fee Schedules.</p> <p>If, within 12 months, you engage the temporary employee or assist another party in employing the temporary employee in any capacity from the completion of an assignment, a fee will apply as per our Fee Schedules.</p> <p><u>Termination Clause</u></p> <p>To terminate the working relationship with a temporary worker, a minimum of four hours notice is required.</p> <p><u>Payment of invoices</u></p> <p>All of our fees are payable within 7 days of date of invoice.</p> <p>You are liable to pay for agreed recoverable expenses (such as travel and accommodation), which will be billed, to you at cost, as a separate item on your invoice.</p>
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0-3 months	Standard Perm Fee													
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These terms and conditions are deemed to be the basis of our agreement in the provision of Temporary staff for your organisation. The Management of Ashdown Consulting would like to thank the Client for the opportunity to demonstrate our services and we look forward to sharing a successful ongoing business relationship in the future.

As a duly authorised representative of the organisation stated below, I hereby acknowledge that I have read and understand the terms of business.

Signed for and on behalf of:

..... (name of organisation)

Signature:

.....

Title:

.....

Name in full:

.....

Date:

.....