



**TERMS OF BUSINESS  
FOR THE INTRODUCTION AND SELECTION  
OF PERMANENT 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.

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| <p><b><u>Acceptance Of Terms</u></b></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><b><u>Fees For Contingent Assignments</u></b></p> <p>A contingent assignment is where you are seeking candidates but you don't necessarily approach us exclusively. Fees for contingent assignment are payable to us when you:</p> <ul style="list-style-type: none"> <li>Engage a candidate we introduced to you, in any capacity, within 12 months from date of introduction</li> <li>Pass on information concerning a candidate to any party that results in an engagement in any capacity, temp or perm.</li> </ul> <p><b><u>Retained Assignments</u></b></p> <p>Fees are payable as per the following:</p> <ul style="list-style-type: none"> <li>Upon acceptance of the assignment one third of the total fee is payable</li> <li>Upon presentation of the short-listed resumes, one third of the total fee is payable</li> <li>Upon successful completion of the assignment the balance of the total fee is payable</li> </ul> <p><b><u>Permanent Fee Schedule</u></b></p> <p>Our recruitment fee is calculated on the total annual remuneration package as follows:</p> <p>Under \$29,999 12%<br/>         \$30,000 to \$49,999 16%<br/>         \$50,000 to \$79,999 18%<br/>         Over \$80,000 20%</p> | <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>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> <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><b><u>Our Quality Guarantee</u></b></p> <p>All permanent placements are covered by a guarantee. If the candidate leaves your employ within 12 weeks of their commencement, we will strive to replace them for no extra fee.</p> <p>If we are unsuccessful in sourcing an appropriate replacement within an agreed time frame, we will credit against future permanent assignments.</p> <p>For retained assignments only the final installment is refundable.</p> <p>We will credit the fee so long as:</p> <ul style="list-style-type: none"> <li>The fee was paid within 14 days of the date of commencement</li> <li>We are notified in writing within 7 days of termination</li> <li>Termination of employment is not due to restructuring of the role, retrenchment or redeployment</li> <li>We have been given the exclusive opportunity to replace the candidate.</li> </ul> | <p><b><u>Suitability of Selection</u></b></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>When a candidate is placed as an employee, you, the client have sole responsibility for the employee. Ashdown Consulting has no liability or further obligations.</p> <p><b><u>Confidentiality</u></b></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><b><u>Onward referral</u></b></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><b><u>Payment of invoices</u></b></p> <p>All of our fees are payable within 14 days of date of placement.</p> |
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These terms and conditions are deemed to be the basis of our agreement in the provision of Permanent 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:

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