

letsrecruit.com Limited Specialist Recruitment Consultancy

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Terms and Conditions of Business

1. **Fees** - apply only upon engagement of a candidate introduced by letsrecruit Specialist Recruitment Consultancy. If the candidate is not subsequently appointed, following our introduction, no fee will apply. The appropriate fee will be invoiced on the date of acceptance of the candidate.
2. **Contingent Database Recruitment** - The following percentages apply to the gross annual starting salary of the candidate, including car or car allowance, guaranteed bonus and/or commission.
 - **Up to £24,999 per annum 20%**
 - **From £25,000 to £34,999 per annum 25%**
 - **From £35,000 to £49,999 per annum 30%**
 - **From £50,000 to £149,999 per annum 35%**

For clients interested in working on a retained basis, then this should be subject to further negotiation between client and letsrecruit Specialist Recruitment Consultancy.

3. Advertised Assignment/Executive Search: fees and guarantees also by agreement.
4. All fees are exclusive of and subject to VAT at the prevailing rate.
5. Typical Rebate period for all assignments: 12 weeks

Rebate:	1 - 4 wks	Free replacement
	4 - 8 wks	50% or Free replacement
	8 - 12 wks	20% or Free replacement

NB: These rebates only apply when:

- i. The candidate leaves the client's employment for reasons of lack of performance, or their resignation. They do not apply in circumstances of redundancy, or to a major change to the job specification, from that for which they were employed, or the re-organisation of the clients business
 - ii. Clients must inform letsrecruit Specialist Recruitment Consultancy in writing and within 3 working days, of the candidate's departure.
 - iii. The recruitment fee will be invoiced 14 days prior to candidate start date and payment will be expected on the date the candidate commences employment with your organisation.
6. Should the candidate introduced by letsrecruit Specialist Recruitment Consultancy be employed by the client after 60 months from date of introduction, then the fee will not apply.
 7. Should the candidate be re-employed by the client within a 24 month period from the first introduction, then full fee regardless of negotiated fee at that date will be applied.
 8. Introduction of the candidate to a third party by the client will make the client liable for the fee, as if they had engaged the candidate themselves.
 9. Should the client employ the candidate on a short term or contract basis, and then a pro-rata fee will apply. e.g. a three-month contract will attract a fee of 25% of the normal invoice amount. If the candidate is then offered a full time position, the remaining 75% of the normal invoice amount will become due. If this period is less than one month, a fee of £750 will apply. If the position becomes permanent, our standard terms, as above, will apply, less monies outstanding already paid.
 10. **Retained Assignment:** This is an exclusive agreement for letsrecruit Specialised Recruitment Consultancy to solely introduce candidates to the client via shortlist. If any third party or the client introduce a candidate outside of this exclusive agreement, then the client will be liable to pay letsrecruit Specialist Recruitment Consultancy the remainder of the fee outstanding and/or full fee rate regardless of any negotiated. This is subject to letsrecruit Specialist Recruitment Consultancy's discretion.
 11. **Retained Assignment:** Invoices on retained assignments are split into three incremental payments. Once client authorisation has been approved, then payment is required within 14 days of receiving invoice, if payment is not received within 14 days, then full fee regardless of negotiated fee may apply, subject to letsrecruit Specialist Recruitment Consultancy's discretion.
 12. **Retained Assignment:** During the recruitment process both client and letsrecruit Specialist Recruitment Consultancy can terminate the exclusive agreement only if the first or each authorised stage of incremental payments have been paid and no candidate/s introduced by letsrecruit Specialist Recruitment Consultancy either as a completed or partial shortlist to the client are deemed unsuitable within the mutually agreed timescales from initial commencement of authorisation. See clause 11., if introduction of a candidate by a third party or by client during the exclusive agreement process outside of the limitations outlined

above, then the remainder of the negotiated fee outstanding will apply. This clause has been inserted to protect both This document was supplied for www.letsrecruit.com, purely as a read only document. parties and allow a performance review to be set in place should all recruitment methods provided by letsrecruit Specialist Recruitment Consultancy become exhausted and no further services can be initiated.

13. **Liability:** Whilst letsrecruit Specialist Recruitment Consultancy will take all reasonable steps to establish the suitability of candidates introduced to the client, it is the sole responsibility of the client to satisfy him/herself as to the suitability of the candidate. It is also the client's responsibility to take up references, obtain work permits, and satisfy themselves as to any medical requirements or any qualifications for the candidate, as required by law.
14. When the client interviews a candidate supplied by letsrecruit Specialist Recruitment Consultancy, this will be deemed as acceptance of the above terms and conditions by official introduction through letsrecruit Specialist Recruitment Consultancy.

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