

TERMS OF BUSINESS

BUZZ “FLAT-RATE” PERMANENT RECRUITMENT FEES

Our professional service fees are as per below:

Salary Package**	Professional Service Fee
< \$45,000	\$4,995* + GST
\$45,000 – \$64,999	\$6,995* + GST
\$65,000 – \$79,999	\$8,995* + GST
\$80,000 – \$99,999	\$11,995* + GST
\$100,000 – \$119,999	\$15,995* + GST
\$120,000 – \$160,000	\$19,995* + GST

Salary packages over \$160K are POA and will be charged between 15-17%.

** Salary package (as above) is defined as the aggregate of salary, allowances and 50% of the ‘at risk’ component (bonuses or commission) where applicable. Where a company vehicle is provided as part of the package, \$17,000 is added to the base salary before calculation of fees. International Placements will be invoiced the above amount in the currency of the salary package (ie US\$ or AUD\$ will not attract GST).

Buzz Value Add Services

Comprehensive Psychometric testing.
20 page report on each candidate is provided

Skills Testing
Over 200+ tests from keyboard skills to Word, Excel and Sales Presentations

Background and Police Checks
Criminal and credit checks

Executive Search Services
Headhunting

HR and Employment Contract Advice and Salary Benchmarking

TERMS OF BUSINESS – PERMANENT STAFFING

- You will accept these Terms of Business by interviewing a candidate introduced to you by BUZZ.
- The Fee is still payable if the candidate is engaged in a position other than the one originally intended. No charge whatsoever is made to the candidate.
- All fees are GST exclusive and fully tax deductible.
- Salary package (as above) is defined as the aggregate of salary, allowances and 50% of the ‘at risk’ component (bonuses or commission) where applicable. Where a company vehicle is provided as part of the package, \$17,000 is added to the base salary before calculation of fees.
- An invoice will be generated upon an employee's acceptance of position. Invoices are payable within 10 days of invoice date or an extra \$400 late payment fee will be invoiced. You shall be liable to pay all costs incurred by BUZZ in the collection of any overdue account.
- Fixed term placements of less than 6 months duration are worked out at 85% of the annual salary package (as described above). If a fixed term appointment continues beyond 6 months, the remaining 15% of the applicable fee is payable.
- BUZZ will make every reasonable effort to ensure that our candidates suit your requirements. It is up to you, however, to satisfy yourself as to the candidate's suitability.
- Neither BUZZ nor anyone acting on our behalf can accept liability for the accuracy of any information supplied in relation to candidates, whether this concerns employment history, qualifications or personal circumstances or any other matter whatsoever.
- You will not employ or seek to employ BUZZ Recruitment members of staff. If you do engage a member of our staff within twelve (12) months of their leaving our employment then you will be liable to pay the full fee just as if this member of staff had been introduced as a BUZZ Recruitment candidate.

TERMS OF BUSINESS (CONTINUED)

TERMS OF BUSINESS – PERMANENT STAFFING

10. The introduction of a candidate by BUZZ is confidential. You must not, directly or indirectly, transfer a BUZZ candidate to any other person, firm or organisation where they are subsequently engaged in a permanent or temporary position. If this happens you will have to pay BUZZ the full fee for the engagement.
11. This agreement and pricing structure may be amended by BUZZ at any time by the provision of written notice by BUZZ to the client, 30 days prior to the amendment.
12. **PLACEMENT GUARANTEE**
At BUZZ we pride ourselves on our service and our placements. BUZZ guarantees to provide a replacement free of charge if our permanent placement leaves, for any reason, within the first three (3) months of employment. If we unable to locate a suitable replacement within three months, we will provide a 100% credit against any future placement fees. This guarantee is given provided the following conditions are met:
- i) We receive notification within seven days of the notification of termination of employment;
 - ii) Any dismissal was not a result of redundancy or any structural changes within the client's organisation;
 - iii) We are given a period of 6 weeks on an exclusive basis to provide replacement candidates;
 - iv) The original placement fee was paid within 20 days.
- The three (3) month replacement guarantee relates specifically to the position placed and we reserve the right to negotiate our replacement terms should changes occur to the role parameters. Should the credit not be utilised within 12 months for a replacement candidate, the credit becomes void and is rescinded. If the employer elects not to refill the position then 50% of the fee will be retained for administration costs. If within twelve (12) calendar months of the termination, your organisation, or any associated organisation, re-employees the candidate the full Fee will again become payable.

I accept the above terms of business on behalf of:

Company Name: _____ Date: _____ / _____ / _____

Authorised Signatory _____ Print name: _____

Position: _____

Please **sign and fax back both pages** to BUZZ on **03 351 1358**.