

APPOINTMENTS BI-LANGUAGE LIMITED SUMMARY OF KEY TERMS AND CONDITIONS OF BUSINESS

We have set out below a summary of the key terms and conditions of business. However, you are advised to refer to our full terms and conditions of business which will be sent to you on receipt of your instructions to source and/or put forward Candidates or on request.

(1) Permanent Appointments

Fees

Our fees for the introduction of permanent appointments are charged on the basis of a percentage of the gross basic salary of the first 12 months of the Engagement as set out below:

Basic Salary (gross)	Percentage for calculation of fee
Up to and including £24,999	20%
From £25,000 up to and including £29,999	22.5%
£30,000 and above	25%

Rebate

This applies if the Engagement is terminated by either you or the Candidate within the first 12 weeks of the start of the Engagement.

Provided that you pay our invoice within **14** days of the start date and notify us in writing of the termination of the Engagement within seven days of its termination, you will qualify for the following rebates:

Week in which the Engagement Terminates calculated from the commencement of the Engagement	Proportion of fee refunded
Weeks 0-4	100%
Weeks 5-8	50%
Weeks 9-12	25%

Your Obligations

You are required to:

- Notify us of your requirements for the Engagement;
- Notify us immediately of any offer of an Engagement which you make to the Candidate;
- Notify us immediately that your offer of an Engagement to the Candidate has been accepted and to provide full details to us of the Remuneration including the basic salary and taxable benefits; and
- Pay our fee within 14 days from the date of the invoice.

Our Obligations

- We will use our best endeavours to introduce suitable Candidates to you in accordance with your requirements, but no guarantee can be given in this regard;
- We will endeavour to obtain confirmation of the Candidate's identity and evidence of experience, training, qualifications and any authorisation you consider necessary or as may be required by law or by any professional body, although you should satisfy yourself of the suitability of the Candidate, make any necessary checks and take up references from previous employers, as appropriate.

(2) Temporary Appointments

We are responsible for the payment of the salary of the Temporary Worker whom we supply to you.

Our fees include the Temporary Worker's gross salary, statutory holiday pay and the employer's National Insurance contributions on behalf of the Temporary Worker plus a margin in respect of our fees to be agreed prior to the appointment.

You are required to pay our invoices within **7** days of receipt.

If, during or after the period of the temporary assignment, you wish to enter into the Engagement of a Temporary Worker either directly or through the medium of a third party (including as a Temporary Worker) we will charge you a Transfer Fee upon your entering into such Engagement. Please note the rebate does not apply in these circumstances.

(3) Contract Workers

Contract Workers are workers whom we supply for a fixed term period of up to six months. You are responsible for payment of the Contract Workers' remuneration, unless otherwise agreed.

Our fees charged for the supply of Contract Workers are 30% of the basic salary for the contract period which is invoiced at the start of the contract and is payable within 14 days from the date of the invoice.



Should you extend the contract period then we will continue to charge you 30% of the basic salary for the period of the extension.

For fixed term periods over 6 months the percentage which applies to fees for permanent staff will be invoiced.

Please note the rebate does not apply to the appointment of Contract Workers.

Conduct of Employment Agencies and Employment Businesses Regulations 2003 ("the Regulations")

If we deal with you in connection with permanent appointments or contract workers we operate as an Employment Agency, as defined in the Regulations.

If we deal with you in connection with temporary appointments, we operate as an Employment Business, as defined in the Regulations.

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