FreightWise Personnel

A Division of Alpha Personnel Recruitment Limited

Terms of Trade

Our Fees to you:
Fees are calculated on a percentage of the annual remuneration package (which includes salary, commission, expected bonuses, company vehicles at $8,000 or car allowance) as negotiated.

Total Annual Package	**10%**

Part time work: where a percentage of fees would be less than $2000, a fee of $2000 would apply.
Casual work: where no guarantee provision is given, a fee of $500 would apply.

These fees are all quoted exclusive of GST.

Our payment terms:

1. All fees and charges are payable within twenty days of invoice date.
2. The guarantee will not be validated unless these payment terms are met.
3. Fees will be invoiced when a verbal or written contract of employment has been offered and accepted. Our guarantee will come into effect on the candidates start date.

Advertising:

All costs associated with advertising agreed to by you will be charged at cost and will be additional to the placement fee mentioned above.

Our guarantee:

1. The guarantee period is validated upon payment of fees within our payment terms (twenty days from invoice date). The guarantee period is three months from the candidates start date. One three-month guarantee provision is given per assignment.
2. The guarantee is not valid where candidate is no longer employed for reasons beyond the control of FreightWise Personnel Ltd such as redundancy, restructuring, change of management or a substantial change from the original job description.
3. Where a replacement candidate is not required, a sliding scale credit would apply as follows:

Up to one month	75%
Up to two months	50%
Up to three months	25%

Where a replacement candidate is provided, advertising costs only be charged.

If your organisation or any other affiliated organisation employs a candidate presented by FreightWise Personnel within a twelve-month period, the standard fees will apply.

All disbursements incurred during the course of an assignment will be charged at cost. These may include travel, accommodation and communication. These will be additional to the placement fee mentioned above and be invoiced as they are incurred.