

## FEE STRUCTURE

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- Our professional Recruitment fee is 25% of the first annual gross salary (plus the same percentage of any compensation for housing and car allowances etc.) of the selected candidate. This is a "no cure no pay" contingency fee which means that we send you an invoice only after we have found a suitable candidate and both you and the selected candidate have agreed the employment terms.
- All assignments require a retainer (deposit) fee of 250 Euros. The retainer fee is to cover our first expenses. When working on an assignment we introduce candidates to you who we believe will be successful in the position, not to close a deal quickly hoping for a fee. The retainer fee is deducted from the professional fee when the candidate is hired, but non-refundable in the event that you cancel the assignment.
- Depending on your location, 21% VAT (Value Added Tax) may be added to any invoice as stipulated by Dutch tax law. This will be the case if you reside within a country belonging to the European Union.
- All travel and travel related expenses such as flight tickets, car hire, hotels etc. of the candidates and/or consultants, including international travel (which will only be undertaken with your prior agreement) will be billed to you directly.
- One of the most important aspects of our services is that, unlike regular placement agencies, we guarantee the successful placement of a private staff member. In the event that a staff member selected with the assistance of our organization resigns, or is dismissed (not due to unreasonable working conditions) within the probation period (with a maximum of six month) of joining you, we will find a substitute candidate who meets the same employment criteria and qualifications as agreed upon previously, free of charge except expenses. This process continues until you are completely satisfied. There is no limit to the number of times that may be required to fill the position successfully.
- Both fees and expenses require payment upon receipt of our invoice. We pay all of our invoices, no exceptions, within 5 working days and expect the same courtesy from our clients. The guarantee period is valid only if our invoice is paid on time; within 5 working days.