



## TERMS OF BUSINESS

The following items set out the Terms of Business forming the basis upon which Maxum Consulting agree to provide to you personnel through our Start Recruit process.

1. Start Recruit is the property of Maxum Consulting.
2. When engaging Maxum Consulting's Start Recruit service, you agree to pay all fee's up front at the beginning of the assignment.
3. The agreement is for 30 days from the time the time of signed agreement.
4. All candidates will be shortlisted during this process and up to the top 5 candidates will be presented either during the 30 day campaign or at the conclusion of the 30 day campaign whichever is deemed suitable by you the client.
5. Maxum Consulting will inform all candidates that have been selected not to progress further in the interview process on behalf of you the client unless otherwise advised at the beginning of the assignment.
6. No guarantee is provided for any candidate selected by you the client unless a full recruitment process is undertaken by Maxum Consulting.
7. Maxum Consulting will use its best endeavours to source candidates for your required position.
8. You the client have the option to engage Maxum Consulting to undertake the full recruitment process at an agreed rate at any time during the assignment process. This rate will be agreed to in writing and does not include any guarantee unless the agreed to during these extended terms.
9. The fee payable to MAXUM CONSULTING by you the Client is \$4000 (excluding GST) for a salaried position up to \$80 000.

The \$3000 fee (excluding GST) is payable before any work proceeds to the following bank account:

Account Name: Maxum Consulting  
BSB: 082212  
Account Number: 773775764  
Total: \$4400 (inc GST)

As the Client, you agree to notify MAXUM CONSULTING immediately a candidate has been offered a position with you or your associates.

MAXUM CONSULTING will provide a Tax invoice to the Client and all fees are subject to the appropriate level of GST (currently 10%).

Company Name: \_\_\_\_\_ Authorised by: \_\_\_\_\_

Company Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_