



## **Elevate Consulting Group B.V.** **Terms & Conditions: Executive Search**

- ✘ Prior to the start of each assignment, the recruitment fee is discussed and agreed upon by signing a proposal specifically written for each assignment. The client accepts these Terms & Conditions when signing this proposal.
- ✘ **Exclusivity:** In order to be able to fulfill this assignment successfully, Elevate Consulting requires exclusivity. Consequently Elevate Consulting is the only supplier working on this assignment.
- ✘ The project investment is to be paid in three installments; 1<sup>st</sup> installment upon acceptance of the assignment, 2<sup>nd</sup> installment invoiced after one month and 3<sup>rd</sup> installment upon acceptance of the job offer by the candidate.
- ✘ In case candidates are introduced by the client, internal or external candidates, they will be included in our recruitment process so they will subsequently undergo the same screening as external candidates.
- ✘ **Cancellation Fee:** In case of cancellation of this assignment (e.g. due to internal changes), a cancellation fee will be invoiced of one installment. Depending of the stage of the process this results in the following: Cancellation after payment of the first installment implies a total fee to be paid of two installments; Cancellation after the second installment means payment of three installments.
- ✘ Expenses are additional to our fees and will be invoiced separately, and on an ongoing basis. It is anticipated that expenses for this assignment (e.g. travel costs, accommodation etc) should not exceed 5% of the project fees. Should this amount be exceeded, prior approval will be sought for all additional expenditure.
- ✘ Although it is not an objective of the assignment it is possible that, throughout the process, a candidate or candidates may be identified that you may wish to appoint in another capacity. Should this be the case, a fee of 20% of the first year's gross remuneration will be invoiced for each additional placement relating to this assignment.
- ✘ **Replacement:** In case the candidate terminates her / his employment agreement within six months of hiring date, Elevate Consulting will free of charge (except for additional expenses), replace the candidate. This however assuming that the client has provided us with a written notice of the candidate's termination of employment within five days thereof, and that the candidate: left the client of his / her own accord or in the case of dismissal, that such dismissal was justified; the candidate has not been made redundant and is not employed by an associated or subsidiary company of the client within 12 months of termination.

Elevate Consulting Group, Stationsplein NO 422, 1117 CL SCHIPHOL, the Netherlands.

Date issued: November 2005.

Contact: Frank van Steenis, 0031 20 7951820

