

## SCALE OF FEES

### SUGGESTED FORMAT THAT YOU MAY WISH TO FOLLOW:

#### Permanent Staff

1. (a) The maximum fee chargeable will be calculated as \_\_\_\_\_% of the first year's gross salary. (*This is a once only charge and not an annual fee*).  
  
(b) (If different rates are to be charged for different classes of person, place, employment or other circumstances, please give details of rates applicable).
2. Only the employer is liable to pay the fee.
3. Time for payment is \_\_\_\_\_ days from invoice.
4. If an employee terminates employment or is released by the employer within \_\_\_\_\_ weeks / months of commencement, and we are informed of this in writing, we undertake to seek a replacement free of charge. This guarantee and condition is only valid if the client's account is paid in full.
5. (a) \* All advertising costs are included in the engagement fee. If special display advertising is required by the client, we will compose and insert the advertisement in the selected media on the client's instructions and at the client's expense.  
  
(b) \* All expenses will be charged at cost.

#### Temporary and Casual Staff

1. (a) The maximum fee chargeable will be calculated at \_\_\_\_\_% of the first year's gross salary. (*This is a once only charge and not an annual fee*).  
  
(b) (Please give details of the rates that are to be charged, including different rates for different classes of person, place, employment or other circumstances).
2. Only the employer is liable to pay the fee.
3. Time for payment is \_\_\_\_\_ days from invoice.
4. (a) \* If an employee is deemed to be unsatisfactory and we are informed of this within four (4) hours from first commencement, we will undertake to seek a replacement free of charge.  
  
(b) \* No replacement guarantee is offered.
5. (a) \* All expenses are included in the cost.  
  
(b) \* All advertising costs are included in the engagement fee. If special display advertising is required by the client, we will compose and insert the advertisement in the selected media on the client's instruction and at the client's expense.  
  
© \* All expenses are charged at cost.

*(Please delete non-applicable terms)*

THIS FORM IS INTENDED FOR GUIDANCE ONLY.  
YOU MAY WISH TO ADOPT A COMPLETELY DIFFERENT FORMAT.