



## Agency fees and Terms of Business

Please read the following sheets, which detail our fee structure and Terms of Business, then sign and date both copies to indicate that you have understood and agree to our conditions.

One copy should be returned to us accompanied by a cheque, or completed credit card authorisation slip, for a non-refundable registration fee of £100 to cover initial administration

### Agency Fees

All our fees, and any potential refunds, are subject to our Terms of Business.

We accept all major credit cards. Please complete the attached payment authorisation.

#### Permanent UK staff (twelve weeks or over)

6 weeks of nett annual salary

#### Temporary UK staff (under twelve weeks)

Nannies	<input type="text"/>	£80	per
Maternity nurses	<input type="text"/>	£85	per

#### Permanent Overseas staff (twelve weeks or over)

20% of nett annual salary

#### Temporary Overseas staff (under twelve weeks)

Nannies	<input type="text"/>	£90 per week
Maternity nurses	<input type="text"/>	£100 per week

*EC Countries are subject to VAT at the prevailing rate.*

### Terms of Business

The following agreement is between Nannies of St James (The Agency) and the Employer (The Client).

- 1 The Client will pay the due fee to the Agency upon an offer of engagement being made by the Client to the Employee, and being accepted by the latter. Payment of the fee is due upon this acceptance and not upon the commencement of employment. Temporary and maternity engagement fees are payable in advance for the proposed contract term. If the position is overseas, payment must be made within ten days of the invoice date and before the Employee leaves the UK.
- 2 The Client will notify the Agency immediately upon any offer being made which results in an engagement.
- 3 The Client will notify the Agency if a Temporary Employee continues after the contract term, and an additional fee will then be charged up to a maximum of 12 weeks. Thereafter the fee for a permanent engagement will be payable.



- 4 The fee charged for an introduction is applicable to one engagement only. If the Client should re-engage an Employee within 12 months of Termination of Employment a further fee will be charged and the Agency must be notified immediately of any such arrangement. In the case of cancellation of the engagement by the Client before the Employee has started work, half the proposed fee will be charged by the Agency to the Client.
- 5 A full refund will be made by the Agency if the Employee fails to take up her duties. If a permanent Employee leaves a UK position within the first 8 weeks, a 10% refund will be made by the Agency for each week of the 8 not worked up to a maximum of 90% of the total fee. If a permanent Employee leaves an overseas position within the first 8 weeks and no suitable replacement is found within 4 weeks of notification to the Agency, a refund is available of 10% of the fee for each complete week of the eight not worked up to a maximum of 75% of the total fee. If a temporary Employee leaves a UK or overseas position within the initial invoice period, the Agency will endeavour to provide a replacement. Should this not be possible, then a refund will be made for each full week not worked.

All instances of termination of employment where a refund is claimed must be notified in writing to the Agency within three days of the termination of employment. No claim for refund is available where payment in full has not been received by the Agency within ten days of the invoice date. No refund is available where the Client requests that no replacement is being sought.

**Clients retaining the services of an employee beyond the guarantee period, however unsatisfactory, paid or unpaid, will receive no replacement or refund.**

- 6 The Client will reimburse all reasonable travelling expenses incurred by potential employees who present themselves for an interview.
- 7 The Client will provide the Employee with full written details of salary. National insurance and tax details, duties and time off, before the engagement.
- 8 All introductions of Applicants by the Agency and their details shall remain confidential and must not be passed indirectly to potential Employers or Employees. A sum equivalent to the full introduction fee will be charge to the Employer if this undertaking is breached.
- 9 Whilst the Agency endeavours to interview personally potential Employees and obtain references, it is the Employers' responsibility to satisfy themselves as to the suitability of the Employee for the engagement. The Agency does not accept any responsibility or liability for any loss, damage, expense delay or personality clashes resulting from the Agency's introduction nor do they give any guarantee concerning the suitability of any staff introduced by the Agency. It is up to the Client to satisfy themselves in this respect.
- 10 At the Client's request the Agency will arrange the Employee's air travel which will be paid by the Client prior to engagement. No refunds can be made for flights within five days of departure. The Agency is happy to arrange medical insurance on behalf of the Client which will be paid by the Client prior to the engagement.
- 11 It is the responsibility of the Client and not the Agency to obtain a work permit wherever required for Employees. The Agency accepts no responsibility if the Employee is refused entry by a country's immigration authorities or are not permitted to remain in that country, because the Client has failed to arrange a valid work permit. In any

#### Agreement

I/We agree to the above Terms and Fee structure. If you find me an Employee I agree to settle your account in full before the Employee leaves the United Kingdom.

Clients name

Address

Signature

Date