

TALENT SEED LIMITED - TERMS OF SERVICE



SERVICES OFFERED

Talent Seed offer recruitment advice, consultancy and training for the purpose of improving recruitment processes and methodology and instilling recruitment expertise within the client’s business. We also offered outsourced recruitment support.

Talent Seed are a specialist Consultancy not a recruitment agency and will not charge fees based on placing a candidate within a business (a successful hire). If Clients require support for individual components of the recruitment process, or end-to-end recruitment charges are based on time taken. Such activities include, but are not limited to, phone screening, reference checking, CV culling, making offers etc.

Activities involving people and relationships can be sensitive and Talent Seed take no responsibility for how the Client carries out their recommendations and the subsequent hiring decisions made.

Talent Seed offer specific recruitment expertise, they do not profess to offer other Human Resource (HR) expertise and will not be held responsible for any HR decisions made by the client.

RESPONSIBILITY AND OBLIGATION TO THE CLIENT

Talent Seed will provide the Services proposed and accepted by the client in accordance with this Agreement and use due skill and diligence in their supply, in order to provide a quality service.

SUBCONTRACTING

Talent Seed may subcontract part of its Service to any person suitably qualified to perform in Talent Seed’s reasonable opinion. Talent Seed’s advice may include recommendations as to third party offerings, or recruitment service providers as part of your end-to-end recruitment service.

FEES AND DISBURSEMENTS

Project Basis

Fees are charged on a fixed-fee basis for a defined scope of work. If any extra work is required over and above the defined scope of work this will be charged at \$165 per hour.

Services invoiced at an hourly rate, will be at the minimum of one hour.

Expenses will be charged to cover purchases associated with the Services, such as travel, accommodation, and excessive telecommunication costs reasonably incurred by Talent Seed (and in the case of any such expense over \$100.00 incurred with the prior approval of the Client) as a recoverable expense.

All third-party expenses, e.g. travel, are charged on the basis of cost to Talent Seed plus a 10% margin for handling. We will get client approval on third party costing prior to commissioning. If travel arrangements have been approved, made and are non-refundable or incur cancellation fees these costs will be charged to the client. We are also happy to utilise the client’s arrangements for travel.

Process Support Basis

When Talent Seed provide recruitment process outsourcing via external contractors the hourly rate is \$100. All telecommunications costs they incur will be on charged with a 10% margin for handling. Face to face interviews are charged at the Consulting rate of \$165.

Contract Basis

Rate is as agreed with the company for a defined piece of work.

General requests for telephone or email support and advice are chargeable if not already covered by Project or Process basis arrangements. These will be charged at \$165 per hour for the lead consultant and \$100 p.h. for supporting consultants.

All prices are exclusive of GST.

PROGRESS INVOICING

When working on a fixed fee Talent Seed will charge separately for consultancy and training. The initial consultancy fee will be charged 50% on commencement of the work and 50% on completion. If the work is staged 50% of each stage will be charged on commencement and 50% on completion.

When charging on an hourly basis Talent Seed will invoice based on fees incurred in the month the work is undertaken.

Payment is due within 7 days of date of invoice.

Talent Seed reserves the right to stop work on the project if payment is not made by the due date. Interest at a rate of 2% per month will be charged on overdue invoices, and debt collection costs will be on charged.

FORCE MAJEURE AND INTERVENING EVENTS

Talent Seed will not be liable for any delay in performance of its obligations under this Agreement, if such delay is caused by circumstances beyond its reasonable control.

In the event that Talent Seed or the Client becomes aware of any event or circumstance likely to have an impact on the provision of a Service or the outcome or usefulness of a Service as agreed to be carried out, they will promptly notify the other with a view to agreeing a basis on which the effects of that event or circumstance shall be minimised for the parties

INTELLECTUAL PROPERTY

All processes, templates, tools and documentation provided to the client are purchased for sole use within that business. These materials are not to be provided to other businesses, partners, or organizations and remain the intellectual property of Talent Seed.

All prices are exclusive of GST. Please respond with signed approval. Thank you, we appreciate your business.

I have read and accept Talent Seed’s Terms of Service. I confirm the acceptance of Talent Seed’s proposal and have authority to sign for my company.

Print Name

Signature

Company:

Designation

Date