

Searchworks Limited – Pricing Schedule for Permanent Staff Recruitment

Accessibility Notice:

This document has been prepared in an accessible format with clear headings, numbered sections, and lists for screen reader compatibility. Upon request, this document can be provided in alternative formats, including large print or audio.

1. Introduction

This Pricing Schedule sets out the fees payable by the CLIENT to Searchworks Limited (the “AGENCY”) for the provision of permanent staff recruitment services under the Master Agreement dated ____ (the “Agreement”).

The fees outlined below are exclusive of VAT, which will be applied at the prevailing rate.

2. Fee Structure

2.1 Permanent Staff Placement Fee

- **Engagement Fee:** 20% of the first-year gross remuneration of the Applicant placed with the CLIENT.
- **Scope:** Fee applies to permanent staff positions filled via the AGENCY’s Introduction.

Example:

If an Applicant’s annual salary is £50,000, the Fee = £50,000 × 20% = £10,000 (plus VAT).

2.2 Guarantee / Rebate

- **Replacement Guarantee:** If an Applicant resigns or is terminated for cause within 12 months of Engagement, a replacement will be provided at **no additional fee**.
 - **Refund:** If AGENCY is unable to provide a suitable replacement, CLIENT is eligible for a refund of 25% of the original placement Fee.
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2.3 Additional Charges

- Fees are inclusive of standard recruitment services (search, vetting, interview coordination).
 - Any additional services requested by CLIENT and agreed in writing may be charged separately at agreed rates.
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3. Payment Terms

1. **Invoice Timing:** AGENCY will invoice CLIENT upon the Applicant’s formal start date.
2. **Payment Period:** CLIENT shall pay invoices within **45 days** of the invoice date.

3. **Late Payment:** AGENCY reserves the right to recover reasonable costs associated with late payment.
 4. **Purchase Orders:** For searches requiring a Purchase Order, CLIENT shall authorize within 10 days of request. Absent authorization, AGENCY may issue the invoice.
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4. Price Validity

- Prices in this document remain valid for 12 months from the Effective Date of the Agreement unless otherwise agreed in writing.
 - AGENCY reserves the right to review fees annually or if significant market or regulatory changes occur.
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5. Contact for Pricing Queries

For any queries regarding this Pricing Schedule, please contact:

Searchworks Limited

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Email: info@searchworks.uk