

**Name of client**

Attn: **Name of contact**

Date

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Totem Recruitment Inc. | 625 René Lévesque Blvd. West, Suite 1000

Montréal, QC, H3B 1R2 | 514-954-3883 | [www.totemrecruit.ca](http://www.totemrecrute.ca)

Permit number: ……..

**Terms and Conditions**

**Personnel Recruitment and Placement**

Name of contact:

I am pleased to provide you with the terms and conditions governing our permanent and temporary personnel placement services.

1. **Permanent placement**

* Each position filled on a permanent basis by one of our candidates will be invoiced once only (i.e. as soon as the candidate accepts the position). The fee charged corresponds to a pre-determined percentage of the candidate’s annual salary/wages.
* Each position filled on a permanent basis by one of our candidates is covered by a replacement guarantee.
* Our replacement guarantee is valid provided that all fees are paid upon receipt of the invoice. No refunds will be issued. If the replacement comes from a source other than TOTEM, a credit will be issued to you and will remain valid for a period of one (1) year upon notification that the replacement has been filled using your own resources. The credit will only be valid if a replacement was required.
* The guarantee does not cover termination of employment resulting from a shortage of work, a restructuring, a transfer or a relocation of the company.
* The guarantee may be extended if a fee is paid corresponding to 1% of the candidate’s annual full-time salary/wages per month of additional guarantee. The initial guarantee may only be extended if the original invoice is paid in full and is valid for a maximum of one (1) replacement.
* For a permanent part-time placement, the invoice rate is based on the candidate’s full-time annual salary/wages (estimated based on the hourly wage and the number of hours worked per week).

**Fee schedule - Permanent**

|  |  |  |
| --- | --- | --- |
| **Position** | **Rate based on annual base salary/wages (excluding bonuses)** | **Guarantee** |
| **Administrative assistant** | 15% | 90 days |

If an offer is made to a candidate and the client subsequently decides to cancel or postpone the recruitment, a recruitment fee corresponding to 10% of the proposed annual salary/wages will still be invoiced to the client.

1. **Temporary placement**

* For each hour that one of our temporary employees works for the client, the client will be invoiced for the employee’s hourly salary/wages, plus an additional hourly amount.
* Each candidate hired on a temporary basis is covered by a four-hour guarantee. If a replacement is required during the guarantee period, you will not be invoiced for the candidate’s first four hours of work. A temporary employee must be paid for at least three hours of work per day.
* TOTEM’s temporary employee may be hired on a permanent basis without charge following a work period of 900 consecutive hours. However, hours may be redeemed prior to the 900-hour limit. The balance remaining will represent the total amount of the contract had it lasted 900 hours, less any amount already paid by the client since the start of the contract.
* The hours accumulated by a candidate are not transferable to another candidate. If the temporary employee worked less than four weeks before hours were redeemed, the four weeks will not be deductible from the required 900 consecutive hours.

**Fee schedule - Temporary**

|  |  |
| --- | --- |
| **Position** | **Rate based on annual base salary/wages (excluding bonuses)** |
| **Office clerk** | 50% |

For a temporary contract involving a candidate directly employed by the client and on the client’s payroll, the invoice rate will be similar to the rate for a permanent placement and will be applied to the candidate’s annual full-time salary. The invoice amount will be reduced by 25% if the contract duration is less than four months. If the contract is extended, the 25% will be invoiced during the fifth month.

1. **General terms and conditions and invoice policy**

* A TOTEM candidate presented to your company cannot be hired by you or by any other division or subsidiary of your company for a period of 12 months following receipt of his or her résumé unless our services are utilized. If the client already received the candidate’s résumé more than 12 months prior to receiving his or her résumé from TOTEM, the candidate still cannot be hired unless our services are utilized.
* Candidates’ criminal background and credit checks will be conducted by TOTEM at the client’s request.
* Invoices are payable upon receipt. Interest will be charged at a monthly rate of 2% (26.82% per year) and will be charged on any unpaid balances after 30 days.

We are proud to include you in our client roster and we aim to meet your needs with due diligence and care.

Name of TOTEM consultant Name of contact