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## TERMS AND CONDITIONS

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### TERMS OF BUSINESS – TEMPORARY STAFF

1. We cover costs for:
  - Casual Hourly Rate Penalties
  - Superannuation
  - Payroll Tax (where applicable)
  - Workers Compensation
1. Quality Staff handles tax and issues payment summaries for Temporary Staff.
2. You receive only one weekly invoice. Our terms of payment are strictly seven (7) days from date of invoice. Fees are applicable for late payment.
3. There is a minimum temporary assignment booking of four (4) hours. Quality Staff reserve the right to replace a temporary contractor for any reason. If a company cancels an order too late to prevent Quality Staff to prevent the candidate from arriving onsite, the company must pay a four (4) hour service charge for each candidate ordered.
4. All rates quoted are covered by Awards and are subject to Award conditions and changes. Increases will apply from the date of any Award variation. You will be notified when changes occur.
5. The appropriate permanent placement fee is applicable when a Quality Staff referred temporary employee transfers to the Client, or any associated Company payroll, within six (6) months following a temporary assignment, unless agreed otherwise.
6. Temporary Staff are under your direction and control for the duration of the assignment and you are responsible to comply with all legal requirements of their employment, including your obligations under Work Health and Safety Act & Regulations 2012.

### GENERAL CONDITIONS – TEMPORARY AND PERMANENT

1. Applicant introductions are confidential. Referring an applicant to another employer should only be made through Quality Staff Pty Ltd. Where a referral is passed directly or indirectly to another employer resulting in employment either, temporary or permanent, the Client is liable for the permanent placement fees as detailed below. The permanent placement fee will also apply where a Quality Staff employee takes a position or transfers to a subcontractor or supplier of the Client Company.
2. Should a Quality Staff referred candidate subsequently be hired on a temporary or permanent basis within six months of the referral date, Quality Staff will invoice as per the below rates.
3. Payment is due on receipt of invoice.
4. Our fees are a tax deductible business expense. GST will be an input credit if you are a registered business.
5. Every effort is made to ensure the suitability of temps / candidates presented to you; Quality Staff does not accept liability for any claim for loss, expense, damage or delay, however occasioned, as a result of our referral and/or your subsequent employment of our candidate.
6. Interviewing referred candidates from Quality Staff or the signing of a Quality Staff timesheet will constitute your agreement to our Terms and Conditions.

### TERMS OF BUSINESS – PERMANENT PLACEMENT

#### ADVERTISING

Quality Staff will source candidates via online advertising at no additional charge.

Certain positions may require paper advertising to attract the right people. Where appropriate, we will recommend the composition and placement of your advertisements in selected media, as per your instructions and at your expense.

Advertising will be invoiced at cost.

Quality Staff Pty Ltd  
Unit 3, 259 Glen Osmond Road  
Frewville SA 5063  
P: 08 8338 488 F: 08 8338 4999  
ABN: 13 008 172 281  
www.qualitystaff.com.au



**FEE STRUCTURE**

Our fees for locating, screening, interviewing, testing, reference checking and selecting candidates for your Company, are based on a percentage of the total full time annual salary including superannuation, company car and/or any allowances.

The permanent placement fee payable by the client to quality staff is exclusive of GST and will be charged as per below schedule unless agreed prior to placement. The minimum placement fee is \$5,000 plus GST.

Candidates Annual Salary	%
Up to \$50,000.00	15%
\$50,000 to \$79,999	18%
\$80,000 to \$99,999	20%
\$100,000 and over	25%

**REPLACEMENT GUARANTEE**

A three month replacement guarantee applies to all permanent placements unless otherwise mutually agreed in writing at the time of accepting the job order.

**Guarantee Conditions:**

1. The Quality Staff replacement guarantee applies ONLY if the invoice is paid within fourteen (14) days of the invoice date.
2. Should the placed candidate prove unsuitable, leave independently, or cease employment for any reason other than by retrenchment or internal restructuring within three months of the starting date, and provided the employer notifies Quality Staff in writing, Quality Staff will replace the candidate free of charge.
3. There is a limit of one guarantee per placement.
4. If a Quality Staff candidate leaves within the three month guarantee cover period and the replacement guarantee is rendered null and void through non-compliance with our payment terms, the fee remains payable in full.

Client Company Name .....

ABN/ACN: .....

Client Company Representative .....

Position:.....

Signed: ..... Date: .....

Quality Staff Representative: .....

Signed: ..... Date: .....