



Client Registration and Terms

Name of Client	
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Trading Name	
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Date Established	
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Registered Name	
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Company Registration Number	
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VAT Number	
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Contact Details	Cellular:
	Alternative Number:
	E-mail Address:

Postal Address	Physical Address:
	Postal Code:

HR/Recruitment Manager	Accounts Contact
Name:	Name:
Contact Details:	Contact Details:

Directors/Members/Partners		
Name and Surname	ID Number	Postal Address

I/We agree that:

1. The information contained in this document is true and correct.
2. I/We am/are duly authorized to apply for credit facilities on behalf of the applicant.
3. I/We understand and acknowledge having read the terms and conditions provided by Pick Me Recruitment (Pty) Ltd and acknowledge that it shall apply to all transactions between the applicant and Pick Me Recruitment (Pty) Ltd.

Name and Surname: _____

Designation: _____

Signature: _____

Date: _____



Client Registration and Terms

CLIENT TERMS AND CONDITIONS

Guarantee Period, Fee structure and Rebates

1. PERMANENT PLACEMENTS

Our fee is calculated at 10% of the Candidate's Gross Annual Salary.

Note: Annual TCTC packages exclude any company benefits such as but not limited to, 13th cheque, guaranteed bonus, car or cell phone allowances or accommodation.

Fee Structure	Permanent Placement Fee	Payment Structure	Permanent Replacements
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	10%	10% of the Gross Salary within 7 days from date of invoice. The fee based on Candidates Gross Annual Salary.	If Pick Me Recruitment is unsuccessful in finding a suitable replacement candidate, a credit will be held for any future placements.
GUARANTEES AND REBATES			
15 Days	30 Days	60 Days	90 Days
100%	75%	50%	25%

2. GUARANTEE

We offer a guarantee on all appointed candidates. **Pick Me Recruitment** aims to find a suitable candidate at no additional cost should the applicant leave your employ within the guaranteed period.

You will be credited a % of the placement fee dependent on the candidate's employment time frame below. If we are not able to find a suitable candidate within 30 days of termination of employment, **Pick Me Recruitment** will hold a credit for any future placement with your company. No refunds will be made.

2. TEMPORARY / CONTRACT PLACEMENTS

Fee Structure	Temporary Placement Fee	Payment Structure	Temporary Replacements
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	15%	15% of the Gross Salary within 7 days from date of invoice. The fee is calculated for the full duration of the temporary contract.	If Pick Me Recruitment is unsuccessful in finding a suitable replacement candidate, a credit will be held for any future placements.

Should one of our applicants be offered a permanent position within a 6 (six) months period, the standard placement fee, less the temporary placement fees already paid, be due to **Pick Me Recruitment**.



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CLIENT TERMS AND CONDITIONS

1. The terms of the Guarantee entails the Client to pay the full fee within (7) seven business days of the candidate commencing employment.
2. As soon as the candidate commences with employment, in any capacity, our Fees will arise and become due for payment by the client or party to whom the candidate was introduced to.
3. These terms and fees still apply if the candidate is employed by the client within (6) six months of the final interview date.
4. In order for the guarantee to be validated, the full payment due must be received within (7) seven days from the candidate's commencement date.
5. The Client is prohibited from contacting the Candidate, or any references, without written consent from **Pick Me Recruitment**. All communication is channeled through **Pick Me Recruitment** only
6. The Guarantee may not be relied upon where the Candidate's employment is terminated, within the period of the guarantee, for reasons beyond the Candidate's control such as, but not limited to, redundancy or retrenchment, unfair dismissal, unacceptable working conditions, substantial change for the original job description, management changeover, business closure and restructuring and conduct of the client which leads to the candidate to resign.
7. **Pick Me Recruitment**, will not be held liable for the Client's non-compliance with the provisions of any of South African Employment related legislation.
8. The Agreement is valid for a (12) twelfth month period, from date of Client signature.
9. Any variations relating to the Terms and Conditions needs to be in writing on agreement between the Client and **Pick Me Recruitment**
10. The Candidate's personal information may not be utilized by the Client in terms of POPI, the provision of the Protection of Personal Information Act 2013. CV's distributed to the Client remains the property of **Pick Me Recruitment** for 12 months. CV's may not be distributed to 3rd parties. The Client will be liable for the fee as stipulated in the Terms.
11. Although the applicant has been carefully selected, **Pick Me Recruitment** will not be liable for any loss or damage that the Client may incur by any potential candidate placed with the Client.
12. The full placement fee remains the same should the appointment of the applicant be based on a trial period. The trial period will form part of the guarantee period.
13. Any replacement or credit must be made in writing to **Pick Me Recruitment** within (7) seven days of termination of employment date.
14. Any engagement of an applicant introduced by **Pick Me Recruitment** will signify your acceptance of these conditions.

Name and Surname: _____

Designation: _____

Signature: _____

Date: _____