



Top Notch Executive Search & Staffing, LLC.

FEE SCHEDULE

Equal Opportunity Employer: M/F/V/H

Policy

Top Notch Executive Search & Staffing, LLC. provides staffing assistance with the intent and expectations that the placement will result in mutual satisfaction for employer and employee. If however, an employee terminates or causes termination within the first 60 days of employment, the following refund schedule will apply

Refund Breakdown

1-60 Days	100% Refund
61+ Days	Zero (0) Refund

Fee Scale Example

Hired Candidate's Salary 1 st Year of Employment	Fee Percentage (1% per Thousand)	Amount of Fee (20% x Salary)
\$10,000.00	10%	\$1,000.00
\$25,000.00	20%	\$5,000.00
\$50,000.00	25%	\$12,500.00

- **IMMEDIATE DIRECT HIRE (non-contract employment):** Permanent placement fees are **17% (percent)** of the employee 1st year annual salary. Fees are to be paid by the client (employer) to Top Notch Executive Search & Staffing, Inc. Top Notch Executive Search utilizes a fee structure of one percent (1%) per thousand dollars (\$1,000) of gross salary earned by the candidate hired, for their first year of employment; with the maximum not to exceed **seventeen percent (17%)** of any salary. Invoices for services shall be paid within 30 days of receipt by the client (employer). Temporary contract personnel services are quoted on an as need basis.
- **CONTRACT TO PERMANENT:** Client agrees to pay a fee to **Recruiting Firm** in the amount of **Thirty Eight Percent (38%)** of the candidate's first year's base



compensation salary not to exceed the **FIRST 90 DAYS** of employment. If the candidate is hired permanent on the 91st day, **NO ADDITIONAL FEES** applies upon conversion to permanent employment status. Such fee is not subject to reduction even if the candidate's employment is terminated.

Note: A standard 1% discount will apply for all invoices paid within 10 business days from invoice date.