

AUTOMOTIVE CAREER CONSULTANTS
Statement of Policy

AUTOMOTIVE CAREERS will supply your organization candidates for positions from General Managers to Technicians in accordance with your Placement Order(s). All orders are confidential.

AUTOMOTIVE CAREERS will arrange interviews with the number of candidates that you specify on your Placement Order(s). All Candidates will meet minimum qualifications which you have specified.

There is no charge for **AUTOMOTIVE CAREERS'** services until a candidate is hired. However, we do ask that as a courtesy to our candidates, a decision be reached on a timely basis.

AUTOMOTIVE CAREERS will assume that if any listed candidate is employed by your organization within twelve (12) months of an interview scheduled by our office, he/she shall be considered to be an **AUTOMOTIVE CAREERS** candidate and the placement will be billed in accordance with our fee schedule explained below.

AUTOMOTIVE CAREERS is a "fee-paid" agency by the employer, based upon a candidate's estimated annual gross income for the position. Our fee schedule is 12% of the annual income, inclusive of estimated commission. All fees are due and payable upon start date of the candidate. A late penalty of 2% of the due invoice will be added if the payment is not received by **AUTOMOTIVE CAREERS** within 10 days of start date. After the first five placements with your company, the fee is reduced to 10%.

AUTOMOTIVE CAREERS shall recover its reasonable and necessary attorney fees, costs, and expenses to collect any amounts due pursuant to this agreement. Your signature constitutes acceptance of our schedule of charges and terms upon hiring of our candidates at the company below or any affiliated companies.

Unlike many other placement firms, **AUTOMOTIVE CAREERS** guarantees the referred candidate. Should a separation occur within 90 days of the referred candidate's employment start date, **AUTOMOTIVE CAREERS** will provide a letter of credit (non transferable) to be used at any time for any hire from **AUTOMOTIVE CAREERS**. Any fee paid shall not be refunded but shall be credited as described above.

Company: _____

Name: _____

Authorized
Signature: _____

Date: _____

Fax to: 888-959-2227