



SOCO Recruitment - Client Information

Legal Entity Name: _____

Trading Name: _____

ABN / ACN: _____

Registered Company Address: _____

Contact Name: _____ Phone: _____

Contact Email: _____



SOCO Recruitment Pty Ltd – Terms of Business

Introduction

These Terms of Business apply to SOCO Recruitment Pty Ltd (ABN 71 792 708 810) and any Client to whom SOCO Recruitment provides Permanent Recruitment Services and/or Temporary and Contract Recruitment Services.

Permanent Recruitment Services

1. Acceptance of a SOCO Recruitment resume, interview, or employment of a Candidate constitutes acceptance of these Terms of Business.
2. Client must notify SOCO Recruitment immediately when a Candidate is hired and pay the Permanent Placement Fee within 14 days of commencement.
3. The Placement Fee is a percentage (see Annexure A) of the Candidate's Total Annual Gross Remuneration (including salary, super, loadings, allowances, and motor vehicle value of \$15,000 unless advised otherwise).
4. The Fee applies if a Candidate is hired directly or indirectly within 12 months of referral.
5. A 3-month replacement guarantee applies if the Candidate leaves voluntarily or is exited for performance (conditions apply).
6. No guarantee applies in cases of redundancy, business closure, relocation, or role change.
7. Candidate introductions are confidential. Passing details to third parties resulting in employment attracts a Placement Fee.
8. SOCO Recruitment takes reasonable steps to verify skills, qualifications, and work rights but accepts no liability for actual performance.
9. Advertising costs are included unless the Client requests premium advertising.
10. All fees are exclusive of GST.
11. Late payments attract 1.5% interest per month or the maximum allowed by law.
12. Additional testing (psychometric, medical, etc.) requested by the Client is at the Client's expense.
13. Invoices are payable within 14 days of issue.



Temporary & Contract Recruitment Services

1. Relationship between SOCO Recruitment and Client is that of independent contractor and principal.
2. Temporary Workers remain employees of SOCO Recruitment, which handles all statutory obligations.
3. Client must provide a clear assignment brief and notify SOCO Recruitment of any role changes.
4. Temporary Workers are supervised and directed by the Client, who is responsible for workplace induction and safety.
5. Client must provide a safe working environment and comply with WHS and anti-discrimination laws.
- SOCO Recruitment will use reasonable efforts to ensure Temporary Workers act professionally and
6. Client must verify and authorise timesheets. Failure to authorise does not remove payment liability.
7. Results of Temporary Worker services become Client property.
8. If a Worker is deemed unsuitable within 4 hours, no charge will apply for those hours.
9. Hiring a Temporary Worker permanently attracts a Placement Fee unless otherwise agreed.
10. SOCO Recruitment maintains workers' compensation, public liability, and professional indemnity insurance.
11. Invoices are issued on timesheets and payable within 14 days.
12. Either party may terminate these Terms with 4 weeks' written notice.



General Terms (Applicable to All Services)

1. Client indemnifies SOCO Recruitment against claims or liabilities arising from a Candidate or Worker while engaged.
2. SOCO Recruitment warrants that all Candidates and Workers have the legal right to work in Australia.
3. SOCO Recruitment complies with all relevant laws (employment, taxation, WHS, discrimination, etc.).
4. These Terms represent the entire agreement between the parties.
5. Invalid provisions do not affect the remainder of the Terms.
6. Terms are governed by the laws of the State where the work is performed.
7. Waivers must be in writing and do not apply to other breaches.

Signed for and on behalf of:

SOCO Recruitment _____

Name & Title: _____

Signature: _____

Date: _____

Signed for and on behalf of Client

(Client Name) _____

Name & Title: _____

Signature: _____

Date: _____



Annexure A – Fee Schedule

Permanent Recruitment Services

The Permanent Placement Fee payable by the Client to SOCO Recruitment is calculated as a percentage of the Candidate's Total Annual Gross Remuneration (including base salary, superannuation, allowances, loadings, and the value of a motor vehicle benefit where applicable).

Salary Band (Total Annual Gross Remuneration)	Placement Fee (% of Total Package)
Up to \$80,000	15%
\$80,001 – \$120,000	15%
\$120,001 – \$200,000	15%
Above \$200,000	15%