



OUR FEE AND BILLING PROCEDURES

PROFESSIONAL FEE

We are pleased to offer you the *best value* for using a highly experienced and successful executive search firm *to recruit hard-to-find, top talent*. And do it on an **exclusive contingency basis**.

The preferred arrangement when you need to allocate a special commitment of time, resources, and productivity on a particular assignment. When a top job opening is important enough, senior enough, and when discretion is at a premium.

The fee charged is equal to **ten (10%) of the first year's base salary**. We only receive a fee upon the completion of the search and the placement of the candidate in your company.

BILLING PROCEDURES

At the beginning of the search annual base salary is estimated. Using an example of \$100,000, **a first payment** of one-quarter (25%) of this fee amount (\$2500) is invoiced as a non-refundable engagement fee, or retainer, which is required to initiate the search and is credited against the final payment. **The second and/or final payment** reflects the *actual* base salary of the individual hired.

CANCELLATION

A client may cancel a search at any time and for any reason.

BY-PRODUCT COMPLETION(S)

Executive Search International is compensated based on ten percent (10%) of the estimated total annual cash compensation for each individual employed as a direct result, or by-product of the search, regardless of the position for which the candidate is hired.

GUARANTEE

Our commitment to client satisfaction is not only promised but guaranteed.

Should the selected candidate leave within one year of date of employment for any reason other than the client company not having sufficient work for the candidate, we will reinitiate the search at no charge, providing all fees and or expenses have been paid.