



5% DISCOUNT OFF THE TOTAL INVOICE
AWARDED IF PAYMENT IS RECEIVED WITHIN
10 DAYS OF APPLICANT'S START DATE

THE SERVICE FEE SCHEDULE BASED ON
EMPLOYEE'S ANNUAL COMPENSATION IS:

\$100,000 and over	25%
\$99,999 and under	20%

**ACCEPTING A CANDIDATE WHO IS HIRED WITHIN ONE YEAR OF THE REFERRAL
DATE CONSTITUTES YOUR AGREEMENT TO PAY OUR SERVICE FEE.**

Please read this letter carefully, as it contains the terms of our agreement. Specifically, if your company hires a candidate referred by CareerPaths NW, a placement service fee will be charged, and your company agrees to pay that service fee. You will only owe a service fee if you hire our candidate!

CareerPaths NW is a direct-hire placement firm that specializes in providing excellent service. Our goal is simple: to connect qualified employment seekers with leading companies. Our extensive recruiting experience provides a valuable resource to employers seeking a targeted candidate referral. The service fee is only charged for a referral that leads to a successful hire. The service fee is based on a percentage of your new employee's annual starting wages (see schedule above). If commissions or bonus payments are used to project an applicant's first-year earnings, we will adjust the total service fee to reflect a more accurate estimate of the service fee.

Our service fee terms were explained to you during a conversation with one of our consultants. By accepting a referral, you have agreed to pay this fee if you hire a candidate we refer to you. In addition, service fees are owed if your company, or an employer to which you refer our candidate, hires our referral in any capacity. It is further understood that a service charge is owed if you hire our candidate for any other position within 12 months from the date of our original referral.

CareerPaths NW offers a unique, **full-refund guarantee**: if our applicant voluntarily resigns or is terminated for unsatisfactory performance (but not lay-offs, etc.) in the first sixty (60) calendar days after their start date, you have the option of receiving a refund of the entire service fee or using the service fee as a credit to apply to another referral. This gives you a risk-free trial period to ensure that our referral suits your company's needs.

Once a candidate is hired, we will invoice you for the service fee. Payment is due upon receipt, and payment in ten (10) days or less will save you 5% off the total service fee.

Thank you for placing your confidence in CareerPaths NW. I look forward to earning your trust and strengthening our business relationship through quality candidate referrals.

Sincerely,

Tim Murphy
Senior Consultant