



Terms & Conditions Of Business

1. The "Company" Referred to below is Acorn Executive UK
The "Client" referred to below is the business; firm or individual to whom this form is addressed and details of which are shown in section 14 of these terms.

Terms & Conditions for the Supply of Permanent Staff

2. The interviewing of an applicant introduced to the client by the company will be deemed an acceptance by the client of these terms and conditions of business and of agreement to pay fees to Acorn Executive UK upon engagement of the said candidate introduced
3. All introductions to the client are confidential. Should the client pass on information regarding any applicant we have introduced to any other party, with the result that the applicant is engaged, then the client to whom the introduction was first made, will be liable to pay the fee to Acorn Executive UK, as if he/she had actually engaged the applicant.
4. These Terms & Conditions of Business will remain in place to any applicant introduced to the client for a period of one year from the date of introduction to the company.
5. The fees paid to Acorn Executive UK are calculated at 15% of the applicant's taxable annual remuneration. The client will receive an invoice from the company on the first day of the applicant's commencement with the client. The fee is due payable within fourteen days of the applicants first day of employment.
6. Interest will be charged on overdue invoices (whether in full or part) at the rate of 1.5% per month from the date of invoice until payment in full is made (both before and after judgment).
7. The client agrees with the Company to supply the Company with a copy of any letter of offer sent to any applicant and to notify the Company immediately when any applicant introduced by the Company is engaged by the Client.
8. In the event of the applicant being dismissed or leaving within 8 weeks of commencing the engagement, the company will issue the client with a rebate/refund based on the scale below.
 - Termination within 4 weeks 50% of the fee refunded to the client
 - Termination within 6 weeks 30% of the fee refunded to the client
 - Termination within 8 weeks 20% of the fee refunded to the client

Any rebate/refund due to be repaid to the client is conditional upon written notice of the fact of the applicant leaving or being dismissed within seven days thereof and the company's invoice relating to the said applicant having been settled in full within fourteen days of the applicants start date.

9. Our responsibility is strictly limited to the introduction of an applicant; the engagement of an applicant introduced by the company is the client's sole responsibility.
10. Whilst the company maintains the highest standards of integrity, the company does not accept liability for any loss or expense incurred or caused arising from the introduction of the applicant, or from any statement or representation made by or on behalf of the company or the applicant.
11. Clients should verify to their own satisfaction, all statements written or verbal made by or on behalf of any applicant, in particular those relating to any qualification or medical requirements which may be required by law or otherwise.
12. Once the company has issued these Terms and Conditions of Business to the client, they remain in place unchanged to cover any further introduction of applicants to the client from the company.

13. Any alterations to these Terms and Conditions of Business must be confirmed by both parties in writing.

14. Company