



2108, 88 Corporate Center, Sedeño St, Makati City. Tel: 328-8828/893-3199 loc. 102 Fax: Loc 103

Good day!

We are ExeQserve, a fast rising Outsourced HR Services Company (Search, Training and Consulting). We are currently providing recruitment services to a number of clients in the IT, Pharma, Retail and Services Industries and are very happy to offer you our services.

In light of the staffing needs of your company, I submit to you our rates. We charge our clients with a professional fee of **15%** of the agreed annual basic gross income (based on thirteen (13) months, basic salary plus allowance) of the successful candidate plus a **twelve percent (12%) Value Added Tax**. The attached "**Terms of Service**" details the full coverage of our service.

The professional fee has a **Guaranteed Period of six (6) months**, providing replacements in case of resignation or termination for due cause from the date of hire **without extra charge** on your part.

We shall request for a hundred percent (**100%**) payment upon selection of candidate(s) signing of the job offer/employment contract. Fifty percent (50%) shall be considered **non-refundable** to cover for the admin cost.

SAMPLE COMPUTATION

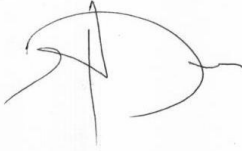
Monthly Salary	20,000.00
x 13 months	<u>13</u>
Agreed Annual Gross Income	260,000.00
x Fee	<u>15%</u>
Professional Fee	39,000.00
Plus 12% VAT	<u>4,680.00</u>
Total Billing Rate	PHP 43,680.00

Should the foregoing merit your kind approval, please let us know so that we begin the recruitment activities for your company.

However, if there is anything you require further or should you have any concerns, please feel free to get in touch with us at any of our contact information. Or, I will call you in the next few days to get your feedback.

We thank you in advance for considering our services.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Edwin C. Ebreo". The signature is written in a cursive style with a vertical line through the middle.

Edwin C. Ebreo
President
exeQserve, Corp.

TERMS OF SERVICE

Scope of Work

We shall arrange a meeting with the client to ensure understanding of the company's requirements in terms of duties and responsibilities, qualifications in terms of educational and occupational experience, personal qualities, reporting relationships, performance expectations and terms of compensation.

Identifying and Assessing Candidates

We shall thoroughly examine target candidates to see a match between client requirements and candidate profiles. A list of qualified candidates will be presented to the client only after thorough screening and evaluation. A candidate profile shall be submitted together with our consultant's assessment of the match with client's stated qualifications for the position

We can review together the profiles of the presented candidates and make recommendations on those who meet the position specifications.

Background Investigation

Upon request, we shall coordinate a comprehensive background investigation of the candidates. A fee amounting to Php3,000 shall be charged to the client. Character Reference check is free of charge.

Testing

Upon request, we may also coordinate a comprehensive psychological testing of the candidates. An additional fee for a written psychological assessment shall be charged to the client. The fee will depend on how extensive the psychological testing is and the current going rate.

Candidate Endorsements

We will arrange for client-candidate meetings and feedback will be solicited to monitor the level of interest of both. We act as your agent and we are committed to give you the best possible outcome. We will give you timely feedback on all information, recommendations, and requests.

Timetable

We normally finish a particular search in 30 - 45 days. However, should the need be more urgent, we will do our best to deliver in the shortest possible time. Should the search be a little more complex and would require longer delivery time, we can agree on the most realistic time frame.

Our goal is to serve you better in your particular requirement/s. We can always tailor our services to suit your specific needs.

Professional Fees

We conduct our searches at the following professional rate: **FIFTEEN PERCENT (15%)** of the agreed annual gross income (based on thirteen (13) months, basic salary plus allowance) of the successful candidate plus a **twelve percent (12%) Value Added Tax**. The 12% Value-Added Tax will be for the account of the client. **We will need a copy of the signed offer sheet and employment contract as basis for billing.**

Payment of Fees

The professional fees must be paid within fifteen (15) days period upon receipt of our invoice. Kindly review our invoice, if we do not receive any comments/complaints within seven (7) business days from date of receipt, our invoice shall be considered valid and payable.

A Late Payment Penalty, equivalent to 3% per month of the outstanding balance, will be applied to unpaid invoices that exceed our payment terms. This will be subject to a separate invoice.

Exclusivity

For this engagement, it will be initially conducted on a non-*exclusive, contingency* basis. The client has the prerogative to terminate our services at any point during the search process. But, if there will be cancellation of a position after more than 15 days of the search period, 30% of the professional fee must be settled to cover for the admin and headhunting costs.

Non-compete

The client cannot contact candidates directly with an offer of employment, whether permanent or temporary work, for a period of one year following the most recent date on which the candidate's resume has been received. Any employment offers made by the client to a candidate, whether for permanent or temporary work, must be made through exeQserve. Employment of any candidate in violation of the above shall be deemed as having been made through exeQserve and the latter shall be entitled to charge Client a fee for said employment equal to the charges for a permanent placement.

All information is provided on a confidential basis and may not be divulged to a third party. Should the Client introduce the candidate to a third party (either within the company or to any other company) then the full fee is payable by the Client, the original party to whom the candidate was first introduced by exeQserve.

Guarantee

We shall replace the candidate hired for this position at NO COST to the client in the event that the hired candidate voluntarily resigns or is terminated by the client within **six (6) months** from the date of employment. The replacement guarantee shall be limited to one (1) replacement only.

We trust the above terms and conditions are agreeable to you. Kindly signify your conformity by signing on the space provided and returning to us a signed copy.

For exeQserve, Corp

A handwritten signature in black ink, appearing to read "EDWIN C. EBREO". The signature is stylized and somewhat cursive.

EDWIN C. EBREO
President
exeQserve, Corp