



Schedule of Placement Fees

January 2009

Directors to Boards		
Board - Chair	\$6,000 on a retained basis	
Non Executive Director	\$4,000 on a retained basis	
Professional Recruitment <i>Minimum placement fee - \$5,000</i>		
Standard – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$90,000	17.0%	15%
\$90,001 to \$150,000	20.0%	18%
\$150,001 plus	21.5%	19.5%
Exclusive – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$90,000	16.5%	14.5%
\$90,001 to \$150,000	19.0%	17%
\$150,001 plus	20.5%	18.5%
Retained – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$90,000	15.5%	13.5%
\$90,001 to \$150,000	18.0%	16%
\$150,001 plus	19.5%	17.5%
Office Support – Permanent Recruitment <i>Minimum placement fee - \$5,000</i>		
Standard – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$40,000	14.5%	12.5%
\$40,001 plus	17.0%	15.0%
Exclusive – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$40,000	13.5%	11.5%
\$40,001 plus	15.5%	13.5%
Retained – Terms of Business	Commercial (%)	Non Profit Sector Rates (%)
Up to \$40,000	12.5%	10.5%
\$40,001 plus	14.5%	12.5%



Office Support – Temporary Recruitment		
Role	Commercial Hourly Rate - Guide (Includes Government Charges)	Non Profit Hourly Rate - Guide (Includes Government Charges)
Personal / Executive Assistant	\$42.13 and upward	\$40.93 and upward
General Admin / Secretarial	\$37.08 and upward	\$36.02 and upward
Accounts Support	\$40.45 and upward	\$39.29 and upward
Receptionist / Front Office	\$33.71 and upward	\$32.74 and upward
Customer Service	\$33.71 and upward	\$32.74 and upward
Admin / Office Manager	\$50.56 and upward	\$49.11 and upward
Data Entry	\$33.71 and upward	\$32.74 and upward
Word Processing Officer	\$33.71 and upward	\$32.74 and upward
Office Junior	\$33.71 and upward	\$32.74 and upward

Exclusive Fee Structure

For our clients who use Windsor Recruitment exclusively to fill positions both for office support and professional vacancies, we offer a reduced charge rate.

Retained Fee Structure

One third of the total fee will be invoiced on sign off of position description. One third of the total fee is invoiced upon presentation of the short list. Balance of the fee is payable upon successful completion of the assignment. The fee payable in respect of additional positions shall be payable in full upon successful completion of the assignment as it relates to those positions.

3 Month Guarantee Period

GST will be applied at the rate of 10% on the full fee charged

