



Message for Recruiters

We are open to working with any recruiters providing you understand us and send us the best people. However, to make everyone's life easier please take note of the below – this is everything you need to know about working with us.

1. Under no circumstances are you to call us without prior arrangement. It doesn't matter who you know or how long you've known them; nor is it relevant who you've worked for in the past. Treat this as the golden rule.
2. All positions are advertised on our Team page under Join the team. You won't hear first about a position at Edgefolio any other way.
3. We are only looking for permanent staff unless we contact you about contract staff. We will not need any help with Junior roles or Intern positions, unless we ask.
4. Only submit candidates via the instructions in the job spec on our Join the Team page. If you have a candidate that you believe to be appropriate for one of the roles we are advertising, please submit as a candidate would, except note that you are a recruiter, the name of your agency and use your email/phone number instead of the candidate's. We need their name to determine if they have already applied for a role. All candidates submitted, must have the following: salary expectations, notice, visa status, key skills, along with a CV and portfolio if applicable.

Our Promise to You

1. We will always respect the confidentiality of your candidates. In the event we are interested in your candidate, we will get in touch with you. If you do not hear from us, please assume we are not interested in them. If we think you've done a good job understanding our requirements, then we will endeavor to provide you with feedback on candidates that are not quite right.
2. We will always pay the market salary for the best candidate. Let us be the judge of whether a candidate is out of our price range.
3. We do not sign recruiter terms and conditions. These terms shall form the basis of any new engagement with a recruiter. Regardless of whether you attach your own terms to your email, by sending us applicants you are accepting our terms. It is simply not practical for use to review every recruiter's terms.

4. We do not normally work on an exclusive or a retained basis.

Recruiter Terms of Engagement

1. We pay 15% of year 1 basic salary (no consideration is given to bonus/commission/options etc.) or 12.5% if you are placing more than one candidate with us for the same job spec within 3 months. We will pay invoices within 30 days of issue, no invoices should be issued before the first day of an engagement.

2. If your candidate gives notice or is dismissed within 90 days of their employment commencing with us, you will rebate us fees on the following scale:

Period from employment	Rebate of fees
30 days or less	100%
60 days or less	50%
90 days or less	25%

3. In the event we hire a candidate for a fixed term/contract of less than 12 months, the fee will be based upon the pro-rated basic salary for the relevant period. If the period is subsequently extended we will pay additional pro-rated fees, save that the total fees paid in respect of a candidate shall not exceed the fees payable in accordance with paragraph 1 above.

4. Unless otherwise agreed in writing, we shall be responsible for verifying the skills, qualifications, experience, references and right to work of a candidate prior to them commencing work.

5. These Terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales.

It may sound from above that we are difficult to work with. We aren't. We like to work efficiently, saving you and us time, and we are timely payers. We look forward to working with you!

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