

Ursula's Select Domestic Services Agency

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www.seletdomestic.com

SERVICE AGREEMENT

This Agreement is between Ursula's Select Domestic Services ("Agency") and the -----("Client"). This Service Agreement commences from the date both parties, Client and Agency, signs a copy of this Agreement. This Agreement should remain in effect for a minimum of one (1) year and remain in effect until either party wishes to terminate this Agreement by notifying the other in writing.

RELATIONSHIP BETWEEN THE AGENCY AND THE CLIENT:

1. Client requests Ursula's Select Domestic Services, the Agency, to assist with the search, on their behalf, in finding a person, the Candidate, to provide in-home family, or domestic services.
2. Client acknowledges that the Agency acts as a referral agent only, therefore Candidates referred to the Client or hired by the Client are not and will not be employees or agents of The Agency, but an employee of Client.
3. Client understands and acknowledges that the Agency is not an agent or representative of the Candidate and that the Agency is not in any way liable for any loss, expense or injury, delay or damage the Client or any other person may suffer or incur as a result of the wrongful acts, omissions, or negligence of the Candidate or of the introduction or employment of any Candidate.
4. Client agrees to hold the Agency free from indemnity for any damages including but not limited to bodily injury, property damage, fire, theft, collision of public liability claims arising from the placement of Candidate with Client.
5. The Agency assumes no responsibility for paying or withholding any federal, state or local taxes, social security contributions, or required insurance premiums.
6. Client further agrees not to hire or refer to others any Candidates introduced by the Agency, or disclose any information to others, regarding any Candidates presented by the Agency, without full consent of the Agency. The employment or referral of any Candidates to any third party will subsequently result in Client's obligation to a full payment of the Agency's Placement Fee.
7. In the event Client hires, retains or otherwise uses the services of any Candidates submitted to Client by the Agency within one (1) year after this agreement terminates, Client will pay the Agency the entire

placement fee, including all applicable late charges and other costs and expenses associated with collecting such a fee.

8. The Agency will use its best efforts and all available resources to refer only suitable Candidates to the Client; however the Agency cannot guarantee the performance, credentials or Client's satisfaction with any Candidate. If the Client is not satisfied, the Agency's obligation is limited to the replacement guarantee as specified below.

9. This Agreement is between Client and Ursula's Select Domestic Services Agency only. The Candidate is not a party to this Agreement, and the Agency will not be a party to any agreement including an employment agreement, that may be made between Client and the Candidate.

GUARANTY AND REPLACEMENT POLICY:

Once a Candidate for employment is placed in a home, the Agency guarantees their employment for six (6) months.

Should the placement for any reason prove unsuitable to the Client within six (6) months from the initial hire date, the Agency will conduct a second search on behalf of the Client at no extra charge, (but not to exceed more than two (2) placements). The Agency is not obligated to undertake an additional search unless having received the Placement Fee under the terms of the Service Agreement.

Should the employee resign, is discharged or fails to remain in the position within 30 day period, the Client will receive a refund of all fees paid less 25%. After the initial 30 days of employment, refund policy will not be applicable.

PLACEMENT FEE:

In order to validate the six (6) month guarantee, Client agrees to pay the Agency the full non-refundable Placement Fee on Candidate's first day or service.

Permanent Placement Fee:

Full - time Live-In or Live-Out placement - \$1,600.00

Part - time Live-In or Live-Out placement – 15 hours minimum but fewer than 35 hours - \$1,200.00

Part -time Live-Out placement – fewer than 15 hours (minimum 8 hours requests) - \$900.00

Temporary Placement Fee:

Full-time or Part-time less than 10 days - \$30.00 for each day of employment

Full-time or Part-time more than 10 days but less than 60 days - \$400.00

The Agency Placement Fee includes a background check conducted by a private investigation firm specializing in pre-employment screening. Background check includes county criminal records, driving records, sexual offender check (DCFS) and social security verification.

Information Services are limited to a seven (7) year search of criminal courts records and three (3) year driving record history.

Any additional screening requested by the Client, will be a subject to supplemental fees, payable to the Agency at the time they ordered.

The Agency cannot guarantee the accuracy of the background searches performed by third party.

The Client's signature below authorizes the Agency to process payment of all fees, following employment acceptance, on the Client's credit card, detailed below.
Credit card information is required as a payment's guarantee, regardless of form of payment.

JURISDICTION:

This Agreement is amenable to statutes and applicable provisions of the State of Illinois and local municipalities.

The aforementioned entities will have jurisdiction over any and all adverse actions arising from noncompliance with this agreement.

I have read the above Service Agreement thoroughly, understand and agree to all its terms and conditions.

Client _____ Date _____

Ursula's Select Domestic Services _____ Date _____

Billing Information: Visa, Master Card,

Card Number ____ - ____ - ____ - ____ Exp. Date ____/____

CVC/Security Code ____ Today's Date ____/____/____

Card Holder Name _____ Card Holder Signature _____