

Recruitment Services Agreement and Annexes A, B, C

EP-SA-1.1 · EP-A-1.1 · EP-B-1.1 · EP-C-1.1 · 2026-10-25

Recruitment Services Agreement

Permanent recruitment — the Client hires directly, on its own payroll

EP-SA-1.1-EN

BETWEEN: Enterpoint Recruiting Agency, entrepointsmontreal@gmail.com, WhatsApp 416-254-4071 ("Enterpoint");

AND: the company identified below (the "Client"), represented by the signatory identified below, who declares being authorized to bind it.

The Client

Company legal name	
NEQ (if known)	
Address	
City	
Province	
Website	
Signatory (full name)	
Signatory title	
Work email — the signing link is sent there	
Phone	

1. Purpose

Enterpoint searches for, assesses and introduces candidates to the Client for permanent positions. The Client is the only employer of anyone it hires, on its own payroll. Enterpoint leases, supplies and employs no personnel.

2. Mandates

Each search is covered by a Job Order (Annex B), created online or in writing. An email is enough for a new position from an existing client.

3. Fees

Fees are calculated under the Barème Enterpoint v1 (Annex A), on the base annual salary offered to the hired candidate. Applicable taxes are added once Enterpoint's registration numbers are confirmed and shown on the invoice.

4. When fees are due and payment

Fees are earned on the candidate's first day of work and invoiced that day. Payment by direct deposit only, within 15 days of the start date. No other payment method is accepted. Banking details appear only on the invoice and never change by email.

5. Interest

Any late balance bears interest at 1.5% per month, that is 18% per year.

6. Guarantee

The replacement guarantee is governed by Annex C.

7. Introduction protection

If, within 12 months of a candidate's last introduction or interview, the Client or an affiliate engages that candidate, in any role and in any form (employee, contractor, through another agency), the Annex A fee is due on the salary offered.

8. Cancellation after acceptance

If the Client withdraws its offer after the candidate accepted it in writing, 25% of the expected fee is due.

9. No fees to candidates

Enterpoint never charges candidates. The Client does not deduct or pass any part of the fee to the candidate.

10. Client responsibilities

The Client alone makes the hiring decision; carries out, with the candidate's consent, the reference, background and work-authorization checks the law allows; makes no discriminatory request (Québec Charter of human rights and freedoms, ss. 10, 16 and 18.1); and provides a safe workplace.

11. Confidentiality and personal information

Candidate information is used only for the mandate, is not reused without consent, is protected under the Act respecting the protection of personal information in the private sector, and is returned or destroyed on request. Each party keeps the other's business information confidential.

Anonymous ads: ads published by Enterpoint for a mandate do not mention the Client's name, logo or address, or any detail that identifies it, unless the Client agrees in writing.

12. No guaranteed result

Enterpoint uses reasonable efforts and does not guarantee a hire.

13. Liability

Except for unpaid fees, a breach of confidentiality or personal information, fraud or wilful misconduct, each party's liability is capped at the fees paid or payable under the affected Job Order.

14. Term and termination

The agreement lasts until either party ends it on 30 days' written notice. Fees for candidates already introduced remain due under sections 3 and 7.

15. Formation and confirmation

The agreement is formed when the Client signs it electronically. Enterpoint confirms the mandate by email within 2 business days. Within that time, Enterpoint may decline the mandate in writing, at no cost to either party.

16. Electronic signature and technology-based documents

The parties agree to contract electronically. The electronic signature and the technology-based document have the same value as a signed paper document (Act to establish a legal framework for information technology). The Client confirms that its signatory is authorized to bind it.

17. Language

The Client received the French version of this agreement first. An English version binds the parties only if the Client expressly chose it after receiving the French version.

18. Governing law

This agreement is governed by the laws of Québec. The courts of the judicial district of Montréal have jurisdiction.

19. Entire agreement and order of priority

For a given position, the Job Order (Annex B) prevails over Annex A, which prevails over this agreement. Together they are the entire agreement.

20. Notices

Notices are given by email to the addresses in the agreement. An email is deemed received on the business day after it is sent.

21. Assignment

The Client may not assign this agreement without Enterpoint's written consent.

Signed electronically by the Client — drawn signature, name, title, date, time and reference shown on the signed copy and its signature certificate.

For Enterpoint Recruiting Agency: mandate confirmation by email (section 15).

Annex A — Barème Enterpoint v1

Permanent recruitment fees — effective October 24, 2026

EP-A-1.1-EN

From 15% of base annual salary. +1 point per 2 \$/h band above 25 \$/h. Nothing to pay unless you hire. No fees for candidates.

Base annual salary: hourly rate × hours per week × 52 (40 h by default). For a salaried role, the equivalent hourly rate = annual salary ÷ 2,080, used only to find the rate in the table.

Hourly rate	Rate
up to \$25.00 an hour	15%
\$25.01 – \$27.00	16%
\$27.01 – \$29.00	17%
\$29.01 – \$31.00	18%
\$31.01 – \$33.00	19%
\$33.01 – \$35.00	20%
\$35.01 – \$37.00	21%
\$37.01 – \$39.00	22%
\$39.01 – \$41.00	23%
\$41.01 – \$43.00	24%
\$43.01 and more	25%

- Supplements (added to the rate, chosen in the Job Order, each with its reason): Urgent (shortlist within 5 business days) +3 · Bilingual FR/EN required +2 · Mandatory certification (forklift, class 1 or 3, CCQ, welding, RBQ...) +2 · Nights / weekends, or worksite more than 150 km from Montréal +2 · Secured site (screening coordinated with the client) +2 · Extended 180-day guarantee +2.
- Ceiling: 25% on the standard scale; 30% with supplements.
- Volume: 3 or more hires on the same Job Order within 90 days -> -1 point on each hire, never below 15%.
- Minimum fee: \$2,500 per hire.
- Rounding: fee to the nearest dollar; rate as a whole number.
- Executive, rare or confidential roles (above about \$45/h): retained search at 25–30% by written proposal, or this scale if the Client prefers.
- Rate already quoted in writing: honoured for that employer's first Job Order.
- Payment by direct deposit only, within 15 days of the start date. Interest: 1.5% per month (18% per year) on any late balance.

Examples

- \$18.00/h × 40 h -> \$37,440 × 15% = \$5,616 per hire
- \$22.00/h × 40 h -> \$45,760 × 15% = \$6,864 per hire
- \$26.00/h × 40 h -> \$54,080 × 16% = \$8,653 per hire
- \$30.00/h × 40 h -> \$62,400 × 18% = \$11,232 per hire
- \$35.00/h × 40 h -> \$72,800 × 20% = \$14,560 per hire
- \$60,000 a year -> \$60,000 × 17% = \$10,200 per hire
- \$30.00/h × 40 h · Bilingual FR/EN required + Urgent -> \$62,400 × 23% = \$14,352 per hire
- \$15.00/h × 20 h -> \$15,600 × 15% = \$2,340 -> minimum \$2,500 per hire
- \$30.00/h × 40 h · volume, 3 hires -> \$62,400 × 17% = \$10,608 per hire

Annex B — Job Order

Signed with the Agreement online, or alone for each new position from an existing client

EP-B-1.1-EN

The position

Job title	
Number of hires	
Work city	
Work province	
Wage type	
Wage offered	
Hours per week	
Schedule	
Target start date	
Language requirement	
Required certifications	
Short job description	
Chosen supplements (Annex A)	
Reason for each supplement	

Fee under Annex A (calculated automatically)

Final rate	
Base annual salary	
Estimated fee per hire	
Estimated total	

The description may not contain any requirement based on a prohibited ground of discrimination (Québec Charter, ss. 10 and 18.1).
The Client cannot type the rate: it comes from Annex A.

Annex C — Replacement Guarantee

90 days, or 180 days with the "Extended guarantee" supplement

EP-C-1.1-EN

1. Guarantee

If the hired candidate leaves or is dismissed within 90 days of the start date (180 days with the supplement), Enterpoint runs one replacement search, at no cost, once per position.

2. Conditions

The Client notifies Enterpoint in writing within 5 business days of the departure ("Replacement request" form or email), and the original candidate's invoice was paid when due.

3. Exclusions

Layoff, restructuring or elimination of the position; material change of duties, pay or work location; unsafe working conditions; discrimination or harassment; breach of the agreement by the Client.

4. If no replacement

If Enterpoint presents no replacement within 60 days, the Client receives a credit of 50% of the fee paid, applicable to its next mandate.

5. No cash refund

The guarantee gives a right to a replacement or the credit above, never to a cash refund.

SIGNATURE

Name _____

Title _____

Date and time _____

Reference _____

Authorized representative signature