

# *International Domestic Placement Group, Inc.*

*Beverly Hills*

*Boca Raton*

*New York*

*London*

*877-799-6600*

## *CLIENT PROFILE*

The following **CONFIDENTIAL** information is requested so that you, the **employer**, can articulate both the level of service sought and the employment position.

Today's date:	How did you learn of us?			
Type of Household Professional Needed:  Live In [ ]   Live Out [ ]	Circle Domestic Needed:		Personal Assistant Houseman Companion Nanny Housekeeper/Maid Butler Other _____	
	Estate Manager Household Manager (HM) Certified HM Domestic Couple Chef/Cook Yacht Crew Jet Crew			
Salary Offered for this Position:  \$ _____  US Dollar, Euro, Pounds, Pesos, Francs, Yen, Kronor, Ringgit,  Other: _____	Benefits Offered:		Description:	
		Yes		No
	Medical			
	Dental			
	Vacation			
	Sick Days			
	401K/Retirement			
Length of Services Needed:	Employment Start Date:		Type of Computer you use:  P.C. [ ]   Mac [ ]	

### *FAMILY INFORMATION*

Family Name(s):	First Name(s):	
Primary Residence Address:		
Home Telephone:	Home Facsimile:	Home E-Mail:
Marital Status:	Your Age:	Spouse's Age (if applicable):
Your Profession:		
Company Name:		
Business Address:		
Business Telephone:	Business Facsimile:	Business E-Mail:

# *International Domestic Placement Group, Inc.*

*Beverly Hills      Boca Raton      New York      London*

*877-799-6600*

## SERVICE AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between I.D.P.G., Inc. d.b.a. International Domestic Placement Group, Inc., and \_\_\_\_\_, hereinafter called the Client. The purpose of this agreement is to set forth the obligations of the parties with respect to the Domestic Professional(s) presented by International Domestic Placement Group, Inc. to the Client.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements contained in this Agreement, it is hereby agreed as follows:

International Domestic Placement Group, Inc. will, at the Client's request, conduct a search for the following type of Domestic Professional(s):

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International Domestic Placement Group, Inc will seek out, selectively recruit, research, and screen appropriate and qualified Household Professional(s) for the Client.

International Domestic Placement Group, Inc. will conduct an initial background investigations of each Domestic Professional presented to the Client. Prior to the commencement of employment of the Household Professional with the Client, International Domestic Placement Group, Inc. will employ the services of an independent investigative firm to conduct a criminal record check, motor vehicle record check and employment verification. International Domestic Placement Group, Inc. agrees to provide the results to the Client.

International Domestic Placement Group, Inc. also agrees to help the Client negotiate reasonable employment terms, i.e. salary, starting date, daily duties and expectations, days off, vacations and benefits..

The placement process begins when this agreement has been signed by both parties.

Upon hiring a Domestic Professional candidate presented by International Domestic Placement Group, Inc., the Client agrees to pay International Domestic Placement Group, Inc. 10% of the Domestic Professional's first annual salary, defined as taxable income ("Placement Fee"). In the event payment is not received within 30 days after the Employment Date, the "Placement Fee" will be raised to 15% and collection process will begin immediately. Client is responsible for background investigation costs (\$200.00 per) should client change his/her mind about hiring said domestic or lower the above mentioned financial amount and the domestic not accepts clients offer, or terminates the domestic prior to "Placement Fee" being deposited by an International Domestic Placement Group, Inc. officer. A full background check shall occur after client has offered employment to the domestic candidate.

If the Placement Fee is paid in full within 30 days of Employment Date, International Domestic Placement Group, Inc. guarantees the placement for a period of 90 days from the Employment Date ("Guarantee Period"). If International Domestic Placement Group, Inc. is notified by the Client within the Guarantee Period that a Domestic Professional supplied to the Client has proven to be unsatisfactory to the client for any reason, then International Domestic Placement Group, Inc. will resume the placement process/agreement for no additional placement fee. In other words, should client hire another domestic professional, Client shall not have to pay another placement fee. This is a one time guarantee.

International Domestic Placement Group, Inc. is responsible for ensuring that each Domestic Professional presented for placement is legally eligible to work.

**The Client is solely responsible for final selection and hiring of Domestic Professionals.**

The Client is responsible to the IRS for all tax obligations which may arise out of business relationships between the Client and Domestic Professional. The Client understands that any Domestic Professional(s) is not an employee of International Domestic Placement Group, Inc.

International Domestic Placement Group, Inc. and client obligations under this Agreement terminate under the following conditions unless otherwise agreed upon: (1) 90 days after the retention of placement services or (2) unless otherwise terminated under the terms of this Agreement.

Upon a completed background investigation by a third party investigation company of the proposed domestic candidate, and Client hires said domestic professional, Client will defend, indemnify, and hold harmless International Domestic Placement Group, Inc., and its agents and employees, from and against any and all claims, demands, liabilities, damages, judgments, orders, decrees, actions, proceedings, fines, penalties, costs and expenses, including without limitation, court costs and attorney's fees arising from or relating to any violation of Law, loss of life, damage or injury to persons in connection with the hired employee by Client. However, this indemnity and defense thereof will not extend to any loss, damage, claims, demands, expenses, fines, penalties, actions, proceedings, judgments, orders, and/or decrees arising out of or relating to the negligence or willful misconduct of International Domestic Placement Group, Inc. or its agents or employees.

Client may terminate this agreement at any time by giving written notice to International Domestic Placement Group, Inc. Termination will take effect immediately upon receipt of notice.

In the event of any claim or dispute arising out of this Agreement between International Domestic Placement Group, Inc. and the Client (including any of Client's trustees and beneficiaries) or any of the services provided thereunder, International Domestic Placement Group, Inc. and Client agree to submit any such dispute to binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association (AAA) within one year of the date the dispute first arose.

If Client and International Domestic Placement Group, Inc. are unable to agree upon a neutral arbitrator, Client or International Domestic Placement Group, Inc. will obtain a list of five arbitrators from the AAA. International Domestic Placement Group, Inc. (first) and then Client will alternately strike names from the list until only one name remains; the remaining person shall be the arbitrator. Arbitration proceedings shall be held in Boca Raton, Florida and this agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Following a hearing conducted by the arbitrator, in a manner to be determined as mutually agreed to by the parties and/or by the arbitrator, the arbitrator shall issue a written opinion and award which shall be signed and dated. The arbitrator's opinion and award shall decide all issues submitted and shall set forth the legal principles supporting each part of the opinion. The arbitrator shall be permitted to award only those remedies in law and equity which are requested by the parties and which the arbitrator determines to be supported by the law and credible, relevant evidence. The result of any such arbitration shall be binding but shall not be made public (including by the filing of any petition to confirm such arbitration award), unless necessary to confirm such arbitration award after non-payment of the award for a period of at least 30 days after notice to International Domestic Placement Group, Inc. and the Client of the arbitrator's final decision (inclusive of any award of attorney's fees and costs).

Client and International Domestic Placement Group, Inc. agree that arbitration shall be the exclusive forum for resolving all disputes arising out of or involving the Agreement between the parties or the services provided thereunder; provided, however, that either party may file a request with a court of competent jurisdiction for equitable relief, including but not limited to injunctive relief, pending resolution of any dispute through the arbitration procedure set forth herein.

Client and International Domestic Placement Group, Inc. hereby agree that nothing contained herein shall preclude either party from obtaining injunctive or other equitable relief to restrain violations of any Confidentiality Agreement between the parties or applicable law or to preserve the status quo pending the arbitration of any disputes.

The prevailing party (as determined by the arbitrator) in any arbitration proceeding brought under this Agreement shall recover from the losing party all costs, attorney fees, and expenses incurred in connection with such arbitration proceeding. The amount of attorney's fees and costs shall be determined by the arbitrator in accordance with C.R.C.P. Rule 121.

Client recognizes that International Domestic Placement Group, Inc. has a significant investment in the recruitment of the domestic candidate provided in this Service Agreement. As it is impracticable and extremely difficult to fix the actual damages, Client agrees that if during the term of this Agreement, and 180 days thereafter Client, or any of client affiliates, shall directly or indirectly hire away any candidate presented to client by International Domestic Placement Group, Inc. Client will pay International Domestic Placement Group, Inc. for each domestic the sum of 15% of the annual salary proposed on the Profile form as liquidated damages and not as a penalty.

This Agreement constitutes the entire Agreement and supercedes all prior agreements and understandings, oral and written, between the parties hereto with respect to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement has been executed by each of the individual parties hereto, as of the date first above written.

**Client:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

and

**International Domestic Placement Group, Inc.:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please complete and fax this document back to us in order to continue:*

<i>Beverly Hills</i>	<i>Boca Raton</i>	<i>New York</i>	<i>London</i>
<i>Fax</i>	<i>Fax</i>	<i>Fax</i>	<i>Fax</i>
<i>(310)694-3320</i>	<i>(561)417-2301</i>	<i>(212)380-1804</i>	<i>+ 44 20 7183 6148</i>

[www.DomesticPlacementGroup.com](http://www.DomesticPlacementGroup.com)

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*Beverly Hills      Boca Raton      New York      London*  
*877-799-6600*

I understand that I am securing International Domestic Placement Group's services with a \$25.00 usd non-refundable deposit.

Print Name (as it appears on your credit card) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- I wish to pay the above mentioned deposit via Paypal or another online payment method.  
*(Please email your payment to [Payments@DomesticPlacementGroup.com](mailto:Payments@DomesticPlacementGroup.com))*
- I will mail this contract and payment to the International Domestic Placement Group, Inc.  
7050 W. Palmetto Park Rd. Suite 15-650 Boca Raton, FL 33433
- I wish to pay with a credit card  
Credit Card Type *(please circle)* Visa, Master Card, Discover, American Express

Card Number *(no spaces please)* \_\_\_\_\_

Expiration Date \_\_\_\_ -- \_\_\_\_ -- 20 \_\_\_\_

Card security code \_\_\_\_\_

Your billing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Please complete our contract and fax this document back to us in order to continue:*

*Beverly Hills*  
Fax  
*(310)694-3320*

*Boca Raton*  
Fax  
*(561)417-2301*

*New York*  
Fax  
*(212)380-1804*

*London*  
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