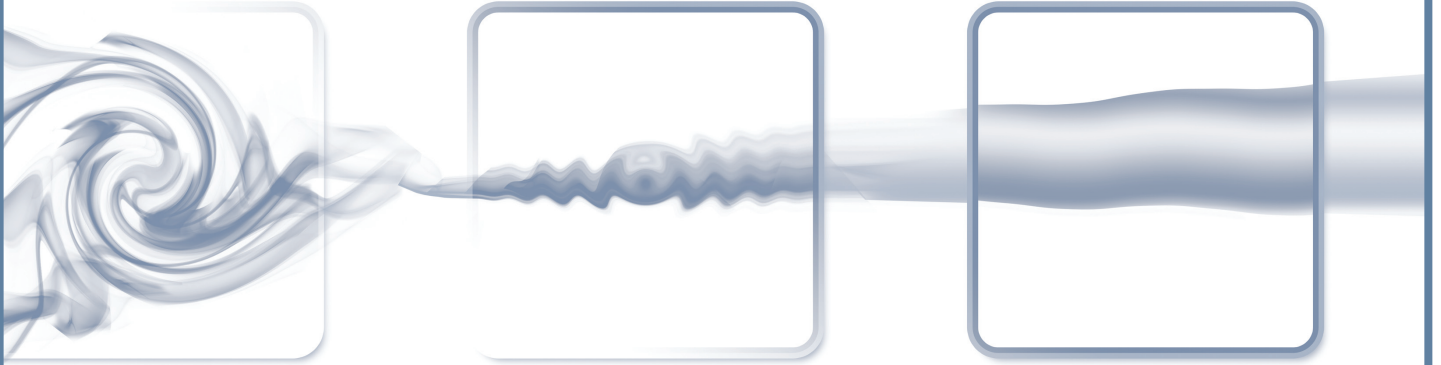
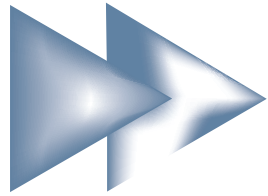


adtopia



FAST FORWARDING YOUR OPERATIONS

www.adtopia.com.au



Leverage Adtopia's vast network!

Looking for that 'amazing someone' to enhance your team?

Everyday we are exposed to new and different businesses all with different requirements and talent. Often that talent is ready for the next step, or (unfortunately) their current employer had to let them go.

Adtopia now offers you access to our huge network of talented people. The Adtopia team has worked with 1000's of incredible people in all areas of advertising, design and marketing - so here's your chance to **leverage our network**.

We only ever recommend someone we have personally worked with, or our trusted circle have recommended - so they are pre-qualified. This means huge savings of time and money for you. No advertising costs, filtering, phone calls back and forth, no exorbitant recruitment agency fees. Going through the traditional process can mean significant time away from your business and ultimately lost dollars from your bottom-line. **We save you real time and money.**

We keep it simple. We make the introduction. You make the final decision.

Lets call it business matchmaking.

How Adtopia can help?

We don't propose to be a recruitment agency. In fact, we have no desire to be in this space. Recruitment agencies have their place and offer a particular service but their fees also reflect this (sometime as high as 30%). We however, recognise great employees when we see them (and we see lots) so we want to share them with you. Equally, they have asked us if they can meet you! It is with this in mind that we would like you to know a few things about this service.

Adtopia will not poach people, especially from you, our existing clients. We only speak with contacts if they have let us know they are looking, leaving or have been made redundant. Our relationship with you, as a business, is important and we want to maintain that trust.

Adtopia will not put our contacts through rigorous aptitude or psyche tests, scrutinise their portfolio for award winning creative or have them write endless pages about where they want to be in their career in five years time. While we think we have a pretty good relationship with you, we don't for one second pretend to be an expert on what sort of person you need to fit your culture, ethic and client requirements. That's your job!

Adtopia will provide our contacts with a job specification (written by you) an introduction to your business, and we'll send you their CV (and sometimes contact details), with comments we may have about our experiences working with them.

Adtopia will follow up with both parties after the introduction to see how things went.

Any and all negotiations sit with the two of you.



I'm keen! What do I need to do next?

It's easy. Call us for a chat. All good? Then just sign the last page of this document and return to us. From there we'll need your written job description and a rough guide of the salary on offer. We'll check our database for people we know are actively ready for their next gig and/or put the call out to our network via social media, the good old telephone and the like. You give us two weeks and we will do our best to give you some fantastic talent.

If after two weeks we haven't been able to find someone incredible enough for your business, we'll bow out graciously – grateful for the opportunity to try.

Hopefully however we have managed to line up some 'perfect fits' so we'll send over their CVs with a bit of detail about how we know them personally. From there we encourage you to give them a call (or we can if you prefer) to arrange an introduction.

I want to hire them!

That's brilliant! Make them an offer! We're so excited we could help.

Once you have a signed contract and agreed a start date, Adtopia will issue you with an invoice for a one-off placement fee of **5% of their total starting salary package**.

That is it - simple, efficient and very cost effective.



Terms and conditions

Guarantee

Adtopia will only introduce you to the best of talent. After providing the introduction, we do not get involved in the interview or recruitment process all we ask that you and the candidate be 100% happy and confident that it is the right move before sealing the deal. However we do understand that occasionally things don't work out as planned. If this occurs Adtopia will attempt to find a replacement for the position within one month. If, unfortunately, we don't know of anyone fabulous enough for you, we will refund 50% of the one off placement fee after that one-month period.

Scheduling

Work will commence as soon as you have signed this proposal and we've received the job description.

Payment

Adtopia's terms are ten days from receipt of our invoice and we appreciate your prompt payment.

Acknowledgement

Should you wish to proceed, kindly acknowledge your intention by signing this letter and returning to us.

Kind regards,
Tim Rice
Principal
0416 095 889
tim@adtopia.com.au

I/We hereby request that you proceed with the work outlined in this document and in accordance with your terms and conditions outlined above.

Signed: _____ Dated: _____

Name (please print): _____

Position: _____

For and on behalf of: _____
(Company name)