

Client Service Agreement

This Staffing Services Agreement (herein referred as "Agreement") is entered into by and between **Recruit Riders Technologies Inc**, a Delaware corporation with its principal place of business located at **800 N King Street, Suite 304 1952, Wilmington, DE, 19801, USA** (herein referred as "Company"), and Client Name as

_____, an individual residing at _____

(herein referred as "Party").

This Agreement is effective as of _____.

1. Services

The Company agrees to provide staffing services to the Party, which may include, but are not limited to, job placement assistance, resume building, interview preparation, and career counselling. The specific services to be provided will be as described in the attached Schedule A, which may be updated from time to time by mutual agreement of the Party.

2. Compensation

As consideration for the services provided by the Company, the Party agrees to pay the Company a service fee in accordance with the fee schedule set forth and agreed upon.

3. Confidentiality

The company and Party agree to keep confidential any proprietary information received from the other Party during the term of this Agreement. This confidentiality obligation shall survive the termination or expiration of this Agreement.

4. Term and Termination

This Agreement will become effective on the start date and shall remain in effect until either terminated, discontinued, or the service period concludes, whichever occurs first.

Party agrees to pay registration fee of \$300 for accessing services. The registration amount will be adjusted with payment of services plans. This fee is irrevocably non-refundable under any circumstances. If Party wish to discontinue the services, Party must notify Company within 2 days from the agreement commencement date. Failing to do so will result in the registration fee being fully retained, with no possibility of a refund.

5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware.

6. Entire Agreement

This Agreement contains the entire agreement between the Company and Party with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, oral or written.

7. Amendment and Miscellaneous.

1. **Amendments in Writing:** Changes to this Agreement must be made in writing and signed by both Party. Email communications are not valid for amendments.
2. **Non Transferrable:** The Party is not allowed to transfer or assign this Agreement to someone else.

Schedule A: Description of Services

The purpose of this description of services is to specify the staffing services to be provided by the Company to the Party, and to outline the terms and conditions under which these services will be provided.

1 Services Plans

Services plan categorised in 3 plans which are Essential, Exclusive and Ultimate plan. The services of each plan are mentioned as below.

1.1 Essential Plan

Essential plan is non-refundable plan which does not hold applicability of refund criteria mentioned in the Schedule B, Clause 3. It is not available for NON- IT profiles.

1. **CV Tailoring (Resume Preparation):** This involves customizing and refining a resume to align with specific job requirements, enhancing its appeal to potential employers.
2. **CV Comprehension Workshop:** A training session aimed at helping individuals understand and craft effective resumes that accurately showcase their skills and experiences.
3. **Job Quest:** A proactive search or journey to find suitable employment opportunities, often involving various strategies and tools.
4. **Quality Job Applications:** The submission of well-crafted, tailored job applications that highlight an applicant's suitability and potential value to the employer.
5. **Highly Skilled Recruiter:** A recruitment professional with extensive expertise and experience in identifying, attracting, and hiring top talent.

6. **Customer Support:** Service provided by a company to assist its customers in making cost-effective and correct use of a product or service.

1.2 Exclusive Plan

Essential plan includes all the services of Essential plan and other additional services mentioned as below. Exclusive plan is applicable for refund criteria mentioned in the Schedule B, Clause 3. It is available for NON-IT profiles.

7. **Tech Mastery Classes:** Educational sessions or courses focused on developing expertise in specific technological areas or tools.
8. **Interview Assistance:** Providing support and guidance to job seekers in preparing for interviews, including tips on answering questions and presenting themselves effectively.
9. **Interview Counseling:** Professional advice and coaching to help individuals understand and excel in the interview process, often including mock interviews and feedback.

1.3 Ultimate Plan

Ultimate plan includes all the services of Exclusive plan and other additional services mentioned as below. Exclusive plan is applicable for refund criteria mentioned in the Schedule B, Clause 3. It is available for NON-IT profiles.

10. **Email Assistance:** Support and guidance in composing and managing professional emails, often important in job applications and business communication.
11. **Relationship Manager:** A professional responsible for building and maintaining strong Party relationships, ensuring customer satisfaction and loyalty.

2 Service Delivery

The services will be delivered in accordance with the timelines and standards agreed upon in the Agreement. The Company will allocate appropriate resources, including highly skilled recruiters and support staff, to ensure the effective delivery of services.

3 Party Responsibilities

1. **Providing Accurate Information:** Supply comprehensive and accurate personal, educational, and professional information, including a detailed resume, qualifications, skills, and work preferences, to assist the Company in finding suitable job opportunities.
2. **Engagement and Responsiveness:** Actively engage with the staffing service, responding promptly to communications, attending scheduled meetings or workshops, and providing timely feedback when necessary. Party does not allow to apply Jobs by their own.

3. **Interview Preparedness:** Prepare for interviews arranged by the company, including researching the potential employers, understanding the job requirements, and being punctual and professional during interviews.
4. **Adherence to Policies:** Comply with the policies and guidelines provided by the staffing service, including confidentiality agreements, terms of service, and any specific protocols related to job applications and interviews.
5. **Feedback and Communication:** Provide constructive feedback to the staffing service regarding job interviews, job offers, and any services received, such as resume preparation or interview coaching, to help improve and tailor the services to the Party's needs.
6. **Decision Making:** Make informed and timely decisions regarding job offers or any other opportunities presented by the staffing service and communicate these decisions clearly to the Company.
7. **Professional Conduct:** Uphold professional conduct in all interactions with potential employers, the staffing service, and any other Party involved, reflecting positively on oneself and the staffing service.
8. **Payment of Services:** If the agreement involves any direct payment for services (e.g., resume building, career counselling), ensure timely and full payment as agreed upon in the service agreement.
9. **Job Acceptance and Salary Range Criteria:** As a participant in our services, you are required to accept the first job offer provided through our program that meets the criteria previously agreed upon. If you choose to decline such an offer, you are obliged to pay the full amount specified in the agreement clause. This payment is due as compensation for the resources and efforts expended on your behalf. Your decision to decline an offer must be communicated in writing and does not absolve you of these financial obligations.

By entering into this agreement, you acknowledge your awareness of the salary ranges as per current market standards, which are detailed in the table provided below. You agree not to refuse job offers based on the salary if the offered amount falls within these specified ranges. If you decline a job offer due to salary reasons, when the offer is within the acknowledged range, you will be obligated to pay the full amount stipulated in the agreement. This condition is in place to ensure commitment to the job opportunities presented through our services, considering the market-standard salary expectations.

| Year of Experience* | Salary Ranges* |
|--|------------------|
| 0 to 3 | \$50K to \$60K |
| 3 to 5 | \$60K to \$70K |
| 5 to 8 | \$70K to \$100K |
| 8 to 10 | \$100K to \$150K |
| 10 to 15 | \$150K+ |
| *Depends on job roles / location / technologies. (Tentative standards) | |

The company may agree with the other salary range based on the circumstance which is outlined as _____.

4 Confidentiality

The company and Party agree to maintain the confidentiality of proprietary information and to use such information only for purposes as authorized under the Agreement.

Schedule B: Payment Terms

The party has agreed upon the following fee structure.

1 Service Fee:

The Party agrees to pay the Company a service fee for the staffing services provided. The fee shall be based on the following structure:

1. Service Plan – _____
2. Candidate Name – _____
3. Address – _____
4. Contact No – _____
5. Email Id – _____
6. Job Role - _____
7. Upfront Payment of \$ _____
8. Partial Payment due on Date - _____ of \$ _____
9. Partial Payment due on Date - _____ of \$ _____
10. Partial Payment due on Date - _____ of \$ _____
11. Due on Job Offer Day of \$ _____
12. Percentage (%) of annual gross package – _____
13. Other Terms – _____

If you are receiving an offer of a shorter project duration of 6 Months or less than 6 Months, then percentage amount will be calculated on pro-rata basis.

2 Payment Terms

The Party shall make payment on receiving an invoice / payment links / sales receipts from the Company. For purposes of this Agreement, "Salary" means Party's gross base pay paid by his/her employer.

Upon accepting employment, Party agrees to either sign a promissory note in the form of authorizing repayment of the Note using ACH payments from his/her bank account or have his/her wages garnished by his/her employer in the same amount to be paid directly to the Company.

3 Guarantee and Refund Criteria

We guarantee that our program will contribute to your success within the initial 4 months of services. Additionally, we offer service extension to further support your goals. The decision to provide the service extension is subject to approval by the authorities.

Party acknowledges and agree that getting a job always involves some risk, and it is end employer decision which company cannot control.

If company fails to deliver the results within the specified months, company agrees to refund the service fee as specified below in the table. The registration fee i.e. \$300 is excluded from the refund criteria.

| Service Period | Refund Amount (%) | Refund Amount (%) ** |
|-----------------|-------------------|----------------------|
| 1 Month or less | 90% | 50% |
| 2 Month or less | 80% | 50% |
| 3 Month or less | 70% | 50% |
| 4 Month or less | 60% | 50% |

** Indicates the candidates are NOT willing to relocate anywhere within the United States for Job.

** Indicates the candidates are from NON-IT Background and willing to join the IT Industry.

Schedule C: DO's, DON'T and Communication Protocols

1 DO's

1. Submit your all the requested documents as requested by the recruiter prior to starting the services.
 - **Visa Copy**
 - **Passport**
 - **Work Authorisation Documentation**
 - **Latest I20 Copy**
 - **SSN Copy**
 - **State ID / Driving License**
 - **LinkedIn login and password**
 - **Detail Form**
2. Regarding Past Experience Reference
 - **The Party must submit all the valid reference email id and contact numbers before starting the services.**

2 DON'T

1. Once your services are started you cannot continue or apply on your own, reason multiple applications can blacklist your profiles into portals. Kindly avoid all the self-applications and other consultancy services with different CV.

3 Communication and Coordination Protocol

1. **Purpose of Communication:**

The Party agrees that text messages, WhatsApp messages, and calls should be used for the purpose of efficient communication and coordination related to Recruit Riders Technologies Incorporated services. All communications shall be conducted in a professional and businesslike manner.

2. **Communication Channels:**

The Party agrees to use the following communication channels for coordination: text messages, WhatsApp messages, and phone calls. Any other form of communication may be used with mutual consent.

3. **Response Time:**

Both Party shall make reasonable efforts to respond to text messages and WhatsApp messages within official working hours from 9:00 AM to 7:00 PM. Phone calls should be scheduled in advance whenever possible.

4. Emergency Communication:

In case of urgent matters requiring immediate attention, either party may initiate a phone call without prior notice. Emergency situations should be clearly identified as such in communication.

5. Privacy and Confidentiality:

All text messages, WhatsApp messages, and phone calls exchanged between the Party may contain confidential information. Both Party agrees to treat such information with the utmost confidentiality and not disclose it to third Party without prior consent, except as required by law.

6. Termination of Communication:

Either party may terminate text message, WhatsApp message, or phone call communication at any time by providing written notice to the other party. Termination of communication shall not affect any ongoing contractual obligations.

7. Record Keeping:

Both Party agrees to keep records of text messages, WhatsApp messages, and phone calls related to this agreement until the contract ends. These records may be requested for audit or dispute resolution purposes.

8. Compliance with Applicable & Governing Laws and Jurisdiction:

Both Party agrees to comply with all applicable laws and regulations regarding electronic communication and data privacy when using text messages, WhatsApp messages, and phone calls for communication and coordination. Any disputes arising out of or related to this agreement shall be subject to the exclusive jurisdiction of the courts in Wilmington, Delaware, United States.

By signing this document, I acknowledge that success cannot be guaranteed, and my results will depend entirely on collective efforts, commitments, skills and several other external factors like market conditions, and number of requirements with respects to technologies. The Party also understands and acknowledges that should a dispute be filed this document acts as proof of services provided and negates any attempt to dispute.

I understand that refunds are only provided if the services outlined in the payment terms are not delivered. I understand the DO's, DON'T and all communication and Collaboration protocols outlined in the agreement.

| | |
|--|----------------------------------|
| Recruit Riders Technologies Inc | Party Details |
| [Authority Signature] | [Candidate Signature] |
| Name: Recruit Riders Technologies Inc | Name: SSN (Last 4 Digit): |
| Contact No: +1 302-240-0042 | Contact No: |
| Email ID: inquiry@recruitriders.com | Email ID: |
| Date: | Date: |

=====END OF AGREEMENT=====



**RECRUIT RIDERS
TECHNOLOGIES**
Your Catalyst For Career Success