



Consulting Services Agreement

Hiring is a collaborative effort and having reliable partners is essential for producing timely, high quality results. Experience teaches us that open communication about expectations produces the best agreements between the client and MindPharm. Our highest goal is to achieve a positive career transition for the candidate while providing the client with quality service and superior industry insight. At MindPharm we provide only custom solutions to your specific needs.

This particular service model is best suited for small organizations without established staffing functions.

The following will serve as the consulting service agreement between MindPharm, LLC and MGI Pharma, Inc. herein after "Client" with offices at [INSERT CLIENT ADDRESS].

MindPharm's service will include full cycle recruiting, screening and candidate selection based on Client's criteria and reputation.

This service includes:

- consultation for job specifications and position description;
- Coordination, design and selection of appropriate advertising;
- Collection, review and screening of applicants to first tier selection;
- Review consultation with client for interview recommendations;
- Conducting telephone screens;
- Checking references for candidates selected for in person interview selection;
- Scheduling on site interviews
- Making travel arrangements
- Contracting pre-employment criminal background checks and/or drug testing.

This service does not include:

- x Making offers of employment
- x Negotiating compensation, terms of employment or relocation assistance

These will be the responsibility of the Client.

Breakdown of the costs:

Advertising budget:

~\$400/ position for "Passive posting" OR \$650/position for "Active posting" and resume search services. This will cover advertising in targeted professional societies and trade communities.

Labor Budget:

Hourly Rate = \$100/ hour for all time spent
Estimated Hours = ~10/ position

Total estimated budget = You will know the cost of this service within 10%

Costs and Expenses :

MindPharm will advance the client the costs and expenses associated with the search. This includes, but is not limited to: Advertisement costs; long distance telephone calls; or reference checks which go beyond normal verification or expense. Expenses of candidates traveling for interviews with the client will be handled directly between the client and the candidates and are not included in our billings. You will receive an itemized list of the labor and expenses (advertising and any advanced expenses) on a bi-weekly basis which are payable upon receipt.

Client Collaboration:

The client agrees to make the direct supervising principals and other personnel available for telephone conferences or candidate interviews when scheduled. The client also agrees to supply a complete and accurate job description, including compensation and benefits and annual reports, unless otherwise agreed or if these items are included as part of the consulting project scope. These elements will contribute to the achievement of a successful and timely outcome for search consulting and satisfactory hiring of the appropriate candidate.

Payment - Upon signing an agreement, the client understands that the services will begin. Should the search be canceled the client will be invoiced for any and all costs incurred for the initiation of services and all expenses. Payment is due within ten days of receipt of our invoice and payments received later than 30 days from receipt of invoices will be charged an additional 10% late fee.

It is our pleasure to be of service to you and to work with you toward the successful fulfillment of your professional staffing requirements.

Stephanie Miller
President, MindPharm, LLC

Signature / Date
Stephanie Miller

**Title: President
MindPharm, LLC**

Signature / Date
Client

Title:
