



SERVICE AGREEMENT

This agreement is made this ____ day of _____ 20__ between Karoline's Nannies and _____ (Employer).

Karoline's Nannies is a service rendering extensively screened and qualified nannies to families.

The *nanny is the employee of the family* in which the nanny is caring for. Therefore, the *family is the employer of the nanny*.

All fees that have been outlined on the "Fees" page are to be due on the timeline below.

Temporary Placement Registration Fee (due via mail after request for nanny has been made).

Payment for Temporary Services Rendered: Partial payment of the nanny's portion due directly to nanny and partial payment of Karoline's Nannies's portion due via mail after services have been rendered.

*Delinquent payments shall result in a \$25.00 Late Fee.

Temporary Emergency Services: Emergency Services are considered to be an emergency need when a request for a nanny has been made the day of or the day before the actual nanny needed date. This will result in an additional fee of \$12.50 paid to the agency, and a mandatory tip to your nanny.

Permanent Placement Administrative Fee (due via mail after request for nanny search has been made).

*This Fee is due each time a new request for a Permanent Nanny Search is made.

Remainder of Permanent Placement Fee (due via mail after permanent nanny has been hired).

- 1-Time Fee

Late Payment Policy: Delinquent payments of 30 days after the invoice date noted on invoice shall result in a \$25.00 fee.

Cancellation Policy: If a request for a temporary nanny has been made and is cancelled within a day before or the day of the nanny need, a \$25.00 penalty fee will be charged.

If employer (the family) wishes to contact the nanny again for services, the employer is responsible for contacting Karoline's Nannies, and proceeding with the usual company procedures.

Family/Nanny/Agency Agreement: If a nanny is used through Karoline's Nannies, and the family would like to use any nanny from the agency again, the agency must be notified and the nanny must be reserved through the agency.

If employer decides to hire a temporary nanny as a permanent nanny, then the permanent placement fees will need to be paid to Karoline's Nannies for the type of permanent placement that will be used (see attached "Fees" sheet for different rates).

Employer has read fees page, service agreement and agrees to these terms and conditions.

Employer (family) _____

Karoline's Nannies _____

Please return this to:

Karoline's Nannies

PO Box 230

St. Helens, OR 97051

Fax: 1-503-366-2854

Email: info@karolinesnannies.com