

# NannyQuest

(770) 992-0575 • www.NannyQuest.net

*Atlanta's Premier Referral Service For All of Your Domestic Needs. "If We Don't Have It, We'll Find It!"*

Thank you for choosing NannyQuest! You have joined hundreds of America's most selective domestic employers who want the convenience and peace of mind that comes with hiring high-quality, pre-screened nannies, housekeepers, and more. With NannyQuest, you can:

- **Save Time** – We do the legwork for you and send you only candidates who match your profile.
- **Feel secure** - Knowing that the person you hire to care for your child, parent, or home has been fully prescreened, interviewed, and will pass stringent background checks.

## How does it work?

Simply fill out the attached form describing your needs and preferences. We will call you to schedule interviews with candidates who match your profile.

## What kind of screening do the candidates go through?

In addition to performing thorough background and reference checks, we interview each candidate personally. If we would not hire a candidate to work with our own home or family, we do not represent them, so you can rest assured that the candidates you interview are the best available.

## Who will I be working with?

**Elizabeth Walsh** – The owner of NannyQuest, Inc., has a degree in Education from Emory and Henry College. She taught school and directed a private school in Atlanta for many years. Elizabeth handles placements of college-educated nannies for families in Atlanta and throughout the U.S. She is the mother of five children, ages 34 to 25, and the grandmother of McClain (6).

**Jenny Fitzgerald** – Jenny handles the placements of housekeepers, home managers, and all other domestic staff. She has extensive experience with executive families in the Atlanta area, and is dedicated to providing trustworthy, dependable home managers, housekeepers, chefs, and more to families nationwide. Jenny is the mother of two boys, 34 and 31, and the grandmother of Zachary (16), Landry (7), Lily (6), and Chloe (2).

## How much does it cost?

There is a \$250 application fee (\$500 for searches outside of Atlanta.) You may interview as many candidates as you like. A placement fee is paid **ONLY** if you decide to hire one of our candidates. This is due within **FIVE DAYS** of the time that you inform NANNYQUEST that you would like to hire a candidate. All fees are non-refundable.

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|---|
| <p><b><u>NANNY, HOME MANAGER, ELDER CARE, &amp; PERSONAL ASSISTANT PLACEMENT FEES</u></b><br/>15% of the Employee's Yearly Compensation Package<br/>(20% for Live-In)</p> |
| <p><b><u>HOUSEKEEPER PLACEMENT FEES</u></b><br/>15% of Housekeeper's Yearly Compensation Package<br/>(20% for Live-In)<br/>(No Less than \$550)</p>                       |

## Who determines the employee's salary?

Salary negotiations are between you and the applicant, but we will be happy to offer guidance in this area. The nannies we represent charge their own rates, which can range from \$15 to \$20 per hour. The housekeepers we represent are career housekeepers who charge their own hourly or daily rates. Home managers, butlers, personal assistants, baby specialists, tutors, and more can be hired at various rates.

## What type of guarantee do we have?

Every placement is guaranteed – if within the first 180 days you are not satisfied with your employee, we will do a second search at no charge. Want a longer guarantee? It's available for an additional cost. See contract for details.

*Elizabeth F. Walsh*

**President: NannyQuest, Inc.  
706-947-1809**

*Jennifer A. Fitzgerald*

**Specialist: NannyQuest Domestic Services  
770-456-2162**

## Quick Reference Page

### To begin your search:

- *Complete* the Client Information Form and the Contract.
- *Fax* both to 770-456-2198 or email to [Jenny@nannyquest.net](mailto:Jenny@nannyquest.net).
- *Mail* the hard copy of the contract, along with the \$250 application fee, to:

NannyQuest, Inc.  
341 Old Burton Road  
Clarksville, GA 30523

### What happens next:

- As soon as we receive your faxed Information Form, Contract and check, we will begin your search.
- We recommend a search time of two to four weeks, although we have made successful referrals in as little as 24 hours. Everything depends upon timing, how many candidates are in the “pool,” and how many of them fit your profile. If we do not have the perfect candidate in our pool at the time you submit your contract, we will do a search specifically geared to your needs.
- We will send candidate information to you by email, and will schedule interviews.

### What we ask of you, the Client:

- Be as detailed as possible when filling out your information. Include job start times and ending times, as well as duties.
- Contact NannyQuest by email or phone after each contact with one of our candidates. Your feedback after each interview is very important to us. This helps us fine-tune our search.

### Tips on finding (and keeping) a good candidate:

- Nannies are for children. Housekeepers are for homes. Rarely can the two positions be done well by one person.
- On-duty times usually do not exceed 45 - 50 hours per week. Clients who need more hours have found that overtime pay and a combination of employees works well to prevent burnout
- Create a job description and stick to it. The main reason candidates come back to us is that “the job grew.”
- NannyQuest can help with all areas involving the home or family. Finding it hard to put nutritious meals on the table every night? Hire a personal chef! Need help with filing insurance, paying bills, running the house? Hire a home manager or personal assistant! Have an aging parent who needs a companion? We can provide eldercare companions. We have a solution for every need.

Please fax (along with Contract) to: (770) 456-2198 or Email to: [jenny@nannyquest.net](mailto:jenny@nannyquest.net)

**NannyQuest Client Information Form**  
**(Household Staff)**

**Name:** \_\_\_\_\_

**Address:**  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Referred by:** \_\_\_\_\_

**Children:** \_\_\_\_\_

**Client's Occupation:** \_\_\_\_\_

**Describe the employee you are seeking:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours:** \_\_\_\_\_

**Duties: (Please emphasize the THREE most important responsibilities.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weekly Salary:** \_\_\_\_\_ **(or) Yearly Salary:** \_\_\_\_\_

**Can you provide health insurance?** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Describe your home:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Do you have pets?** \_\_\_\_\_

**Additional comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please give detailed directions to your home from one of the major highways:**

\_\_\_\_\_

## AGREEMENT

This AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2012, between NannyQuest, Inc., (hereinafter "NANNYQUEST"), and \_\_\_\_\_ (hereinafter "CLIENT").

NANNYQUEST and CLIENT stipulate and recite that:

NANNYQUEST is a business providing a high quality referral service, including prescreening and background checks, for customers interested in obtaining an individual to perform household services.

CLIENT desires to employ an individual to perform household services.

CLIENT desires the assistance of NANNYQUEST in locating a person suitable for such employment.

For the reasons recited above, and in consideration of the mutual covenants contained within this Agreement, the parties agree as follows:

### I.

Upon receipt of signed contract from CLIENT and payment by CLIENT of a non-refundable application fee of \_\_\_\_\_ (\$250 for inside Metro Atlanta, or \$500 for outside of metro Atlanta) NANNYQUEST agrees to seek prospective candidates on behalf of the CLIENT and to conduct interviews to determine whether such persons constitute suitable candidates for the position CLIENT desires to fill. NANNYQUEST further agrees to investigate employment references provided by prospective candidates for the position and to provide CLIENT with information relative to such investigation and interviews. NANNYQUEST also agrees to schedule interviews between CLIENT and selected candidates as requested by CLIENT.

### II.

In conjunction with the process of the selection of a candidate, CLIENT agrees to provide NANNYQUEST with information relative to the type of employee desired and the requirements for the position, including the number of days per week the employment will involve. Client also agrees to furnish NANNYQUEST with salary information for the interviewing of prospective candidates. CLIENT further agrees to schedule interviews of prospective candidates selected by NANNYQUEST solely through NANNYQUEST.

### III.

CLIENT agrees upon hiring of a selected candidate obtained directly or indirectly as the result of services rendered by NANNYQUEST, to notify NANNYQUEST of the selection of said candidate. CLIENT further understands that the services provided by all candidates referred by NANNYQUEST or obtained as a result of receiving services from NANNYQUEST must be made through the NANNYQUEST office.

### IV.

CLIENT agrees that, in exchange for NANNYQUEST'S efforts in assisting CLIENT to obtain a candidate for CLIENT, CLIENT shall pay NANNYQUEST a referral fee of 15% of the employee's yearly compensation package for each candidate referred directly or indirectly to the CLIENT by NANNYQUEST employed by CLIENT. CLIENT further agrees to a referral fee of 20% for each such candidate employed by the CLIENT as a "live-in" employee (i.e., an employee receiving living accommodations on the CLIENT'S residence and/or premises as part of the candidate's employment.) The "yearly compensation package," as used herein, includes all expenses negotiated by CLIENT as compensation to the selected employee in exchange for the candidate's first year of employment with the CLIENT. The yearly compensation package includes, but is not limited to, wages, starting bonuses, and insurance premiums and living expenses. Referral fees shall be due and payable within FIVE DAYS of the time that CLIENT notifies NANNYQUEST of CLIENT'S intent to hire a selected candidate. Furthermore, candidate may not begin working until such referral fee has been received by NannyQuest, Inc. Minimum referral fee is \$1850.

### V.

CLIENT agrees that a full referral fee will be paid for any candidate whose contact was made directly or indirectly through NANNYQUEST, including, but not limited to, contact made through any individual employee (or candidate for employment) obtained by you through NANNYQUEST. CLIENT further agrees not to share candidate, nor candidate's information, for any candidate referred to CLIENT by and through NANNYQUEST with another person unless that person has contracted through NANNYQUEST.

VI.

CLIENT agrees to refrain from making any private agreement with the candidate or from taking any action which is inconsistent with this agreement or which has the effect of avoiding any of the CLIENT'S obligations hereunder. Such private agreements and actions include, but are not limited to, actions which would enable the CLIENT or any other person to avoid payment of the registration and/or referral fees due to NANNYQUEST.

VII.

Hiring, employment, and salary negotiations, including withholding, are hereby agreed to be the sole province and responsibility of CLIENT. NannyQuest, Inc. has provided the following information: Household employees must be compensated according to the Fair Labor Standards Act (FLSA), which provides the framework for federal and state wage and hour law. The FLSA classifies household employees as non-exempt workers, requiring that the household employment industry provide overtime pay. Whether a household employee is paid by the hour or on a salary, they are entitled to overtime pay if they work more than 40 hours per week. Overtime time pay must be paid at 1.5 times the standard hourly rate. If an employee is paid on an hourly basis, overtime pay is easy to track. If an employee is paid a salary for a standard work week of more than 40 hours, overtime pay should be addressed as a component of the written contract to ensure protection under the law.

VIII.

All fees shall be non-refundable. NANNYQUEST agrees that if the referral should prove unsuitable to CLIENT or employee within the first 180 days of the original candidate's hire, NANNYQUEST agrees to conduct a second search for the same job description on behalf of the CLIENT without charge. Such search shall be conducted within a period of one year from the original date of hire. NANNYQUEST is not, however, obligated to undertake such an additional search unless NANNYQUEST has received the referral fee due it under the terms of this AGREEMENT. NANNYQUEST is also not obligated to undertake such an additional search if the client engaged in abusive or inappropriate conduct towards the originally selected candidate. Further, should CLIENT desire a longer guarantee, the fees shall be as follows:

Nine-month guarantee: Add 10% to Original Referral Fee  
One-year guarantee: Add 20% to Original Referral Fee

IX.

The referral fee for temporary help shall be as follows: \$250 application fee, plus \$20 per day to NannyQuest, Inc. for each day the Nanny is employed by the Client. Nanny shall be paid separately. The application fee will not be applied to the daily fee. Should client decide to hire the candidate on a permanent basis, the full referral fee will be invoiced. Application fee is good for one year from the date of payment, should client wish additional services from NannyQuest, Inc.

The referral fee for summer nannies is \$1000. Should client decide to hire the candidate on a permanent basis, the full referral fee will be invoiced.

X.

It is understood that NANNYQUEST is in no way responsible for the conduct or performance of any individual employed by CLIENT as a result of any service provided by NANNYQUEST, and CLIENT does hereby release, indemnify, and hold harmless NANNYQUEST from and against any and all claims by individuals employed by CLIENT arising out of such employment whether such claims are for wages, for bodily injuries, or for any other cause.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT the day and year above first written.

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED NANNYQUEST AGENT

\_\_\_\_\_  
DATE