L A R C H C O M B E
HOUSEHOLD STAFF FOR PRIVATE RESIDENCES SINCE 1961

1824 Tarrant Place West
Seattle, Washington 98119
Telephone (206) 014-6182
office@larchcombe.com

Terms of business for households

In force from January 1, 2026. These terms apply to every search instructed on or after that date.

1. Definitions

1.1 “We”, “us” and “Larchcombe” mean Larchcombe Domestic Agency, Inc. “The household” means the person or persons who instruct us, and anyone acting for them, including a family office. “Candidate” means anyone we introduce to the household. “Placement” means the engagement of a candidate by the household in any capacity, permanent or temporary, directly or through anyone else.

1.2 “First-year gross salary” means the salary agreed for the first twelve months of a permanent placement, with any guaranteed bonus and any allowance paid in cash, but not the value of accommodation, board, a car or health insurance provided by the household.

2. Our services

2.1 We introduce candidates for employment by the household. We are not the employer of any candidate placed permanently, and we do not supervise candidates once they are placed. Where the household asks us to employ a temporary member of staff on its behalf through our payroll service, separate terms apply.

2.2 We will visit the household before we begin a search, prepare a written brief, interview each candidate in person, and carry out the checks described on our website before we introduce a candidate.

3. Instructions

3.1 A search begins when the household has agreed the brief and, for a retained search, paid the retainer. The household will tell us promptly of any change to the role, the salary, the hours or the household’s circumstances.

4. Introductions

4.1 A candidate is introduced when we give the household the candidate’s name or file, whether in writing or otherwise. If within twelve months of an introduction the household, or anyone to whom the household passes the candidate’s details, engages the candidate in any capacity, our fee is payable as if we had made the placement.

5. Fees

5.1 Permanent placements: 22 percent of first-year gross salary; for house managers, estate managers and estate security, 25 percent. Placements in Switzerland: 25 percent, plus value added tax, invoiced in Swiss francs by our partner. The minimum fee for any permanent placement is $8,500.

5.2 Retained searches: a retainer of $12,500 for a house manager or estate manager and $9,500 for estate security, payable on instruction and credited in full against the placement fee. The retainer is refunded only if

we fail to present a shortlist within twelve weeks.

5.3 Temporary placements: 30 percent of the gross pay of the member of staff for the booking; 25 percent for seasonal bookings of four weeks or longer; 18 percent for seasonal staff returning to the same household. The minimum booking is four hours.

5.4 If the household engages a temporary member of staff permanently, the permanent fee is payable, less half of the temporary fees already paid for that member of staff.

6. Payment

6.1 Permanent fees are invoiced on the first day of employment and temporary fees weekly. Invoices are payable within fourteen days. We may charge interest on overdue sums at one percent a month.

7. The guarantee

7.1 If, within ninety days of the first day of a permanent placement, the member of staff leaves or the household ends the placement for any reason other than redundancy or a change in the household's own circumstances, we will search for a replacement and place one without a further fee.

7.2 If we cannot present a replacement acceptable to the household within sixty days, we will refund 75 percent of the fee where the placement ended within thirty days, 50 percent where it ended between days thirty-one and sixty, and 25 percent where it ended between days sixty-one and ninety.

7.3 The guarantee applies once to each placement, only where our invoice was paid within fourteen days, and not where the household has changed the agreed duties, hours or place of work without telling us. It does not apply to temporary placements.

8. Trial days

8.1 Trial days are paid by the household directly to the candidate at a day rate agreed in advance. We do not arrange unpaid trials.

9. The household as employer

9.1 The household is the employer of every candidate it engages. It is responsible for a written employment agreement, for paying the candidate and the taxes and contributions that apply, for confirming the candidate's right to work, for insurance, and for complying with the law that applies to the employment, including the law on hours, rest and pay for staff who live in.

10. Confidentiality

10.1 We will not disclose the household's identity or affairs to anyone except candidates invited to interview, our Swiss partner where relevant, and as the law requires. The household will keep candidates' files confidential and use them only to decide whether to engage the candidate.

11. Our liability

11.1 We take care in interviewing and checking candidates, but we cannot guarantee their conduct, their honesty or their performance once placed. Except where the law does not allow us to limit it, our liability to the household for any claim is limited to the fees paid to us for the placement concerned.

12. Our own staff

12.1 The household will not, during a search or for twelve months afterwards, engage any employee of Larchcombe without our agreement.

13. Ending an instruction

13.1 Either side may end an instruction by written notice. Fees for placements already made, and any retainer, remain payable.

14. Law

14.1 These terms are governed by the law of the State of Washington, and the household and Larchcombe submit to the courts sitting in King County, Washington. Placements in Switzerland are also subject to our Swiss partner’s terms and to Swiss law.

Signed for the household

Signed for Larchcombe Domestic Agency, Inc.