

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Dear [Client Name],

We are pleased to partner with [Company Name] to provide contract staffing services. This letter outlines the standard terms and conditions of our professional engagement.

1. Services Provided

Our agency will recruit, screen, and present qualified candidates for contract positions based on your specific requirements. We will handle all payroll, tax withholdings, and statutory benefits for the assigned personnel.

2. Billing and Fees

[Company Name] will be billed at an agreed-upon hourly rate for each contractor. This rate includes the contractor's compensation and our agency service fee. Invoices will be sent [Weekly/Bi-weekly] and are payable within [Number] days of receipt.

3. Conversion Terms

Should you wish to hire a contract staff member as a permanent employee, a conversion fee of [Percentage]% of the candidate's first-year annual salary will apply. This fee is waived if the contractor has completed [Number] months of continuous service through our agency.

4. Performance and Replacement

If you are unsatisfied with the performance of a contractor, please notify us within the first [Number] hours of the assignment. We will replace the individual and waive the charges for that initial period.

5. Term and Termination

Either party may terminate this agreement or any specific assignment by providing [Number] days' written notice.

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]

Accepted By:

Signature: _____

Print Name: _____

Date: _____