

Retained Executive Search Agreement

Date: [Insert Date]

Between:

[Search Firm Name]
[Address]
[City, State, Zip]

And:

[Client Company Name]
[Address]
[City, State, Zip]

1. Scope of Search

The Client hereby retains the Search Firm to conduct an exclusive search for the position of: [Insert Job Title].

2. Professional Fees

The total professional fee for this assignment is [Insert Percentage, e.g., 33%] of the candidate's first-year total estimated cash compensation. A minimum fee of \$[Insert Amount] shall apply.

3. Payment Schedule

The fee is payable in three equal installments of \$[Insert Amount] as follows:

- **First Installment:** Billed upon execution of this agreement (Retainer).
- **Second Installment:** Billed 30 days after the search commencement.
- **Third Installment:** Billed 60 days after the search commencement or upon placement.

4. Expenses

The Client agrees to reimburse the Search Firm for all reasonable out-of-pocket expenses incurred during the search (e.g., travel, background checks, advertising). Expenses will be billed monthly.

5. Replacement Guarantee

If the selected candidate leaves the Client for any reason (other than redundancy or restructuring) within **[Insert Number, e.g., 6 or 12]** months of their start date, the Search Firm will conduct a replacement search for no additional professional fee, charging only for out-of-pocket expenses.

6. Exclusivity

The Client agrees that this is an exclusive search. All candidates identified by the Client or other sources during the term of this agreement will be referred to the Search Firm for evaluation.

7. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information and candidate data shared during the search process.

8. Governing Law

This agreement shall be governed by the laws of the State of [Insert State].

For [Search Firm Name]:

Signature

Name and Title

For [Client Company Name]:

Signature

Name and Title