

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Contingency Search Business Terms

Dear [Client Name],

This letter sets forth the terms and conditions under which [Search Firm Name] ("the Firm") will conduct executive recruitment services for [Company Name] ("the Client").

1. Services

The Firm will identify, screen, and present qualified candidates for the position of [Job Title] and any other roles requested by the Client.

2. Professional Fee

Our fee is a contingency fee equal to [Percentage]% of the candidate's first-year total estimated cash compensation (including base salary and guaranteed bonus). No fee is earned unless a candidate introduced by the Firm is hired by the Client within [12] months of the initial referral.

3. Payment Terms

The fee is due and payable in full within [30] days of the candidate's start date. All invoices will be sent via email to [Billing Email Address].

4. Replacement Guarantee

Should the hired candidate voluntarily resign or be terminated for cause within [90] calendar days of their start date, the Firm will conduct a one-time replacement search for the same position at no additional professional fee. This guarantee is valid provided all original invoices were paid on time.

5. Expenses

The Client shall reimburse the Firm for pre-approved travel expenses incurred by the Firm or candidates during the interview process. Receipts will be provided for all such expenses.

6. Confidentiality

All candidate information provided by the Firm is confidential and intended solely for the Client's internal use. If the Client refers a candidate introduced by the Firm to another employer who subsequently hires the candidate, the Client remains liable for the full placement fee.

To indicate your acceptance of these terms, please sign below and return a copy to our office.

Sincerely,

[Your Name]
[Your Title]
[Search Firm Name]

Accepted and Agreed:

Signature: _____

Printed Name: _____

Date: _____