

[Your Name]
[Your Title]
[Your Company Name]
[Date]

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

RE: Proposal for Flat Fee Contingency Recruitment Services - [Position Title]

Dear [Client Name],

Thank you for the opportunity to present our recruitment services for the [Position Title] role. Based on our recent discussion, we are pleased to propose a Flat Fee Contingency structure for this search.

1. Scope of Work

[Your Company Name] will conduct a comprehensive search to identify, screen, and present qualified candidates for the role of [Position Title]. Our process includes active sourcing, initial interviews, and reference checks.

2. Professional Fee

In lieu of a percentage-based commission, our fee for this placement is a fixed flat fee of \$[Amount].

3. Contingency Terms

This is a contingency-based agreement. The professional fee is only earned and payable if [Client Company Name] hires a candidate introduced by [Your Company Name] within [Number] months of the introduction. No fees are due if a placement is not made.

4. Payment Terms

The flat fee is due in full within [Number] days of the candidate's official start date.

5. Replacement Guarantee

Should the hired candidate leave or be terminated for cause within [Number] days of their start date, [Your Company Name] will conduct a one-time replacement search for the same position at no additional cost.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]

Agreed and Accepted:

Signature: _____

Name: [Client Representative Name]

Date: _____