

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

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

Re: Contingency Search Terms Proposal for [Position Name]

Dear [Client Name],

Thank you for the opportunity to meet today to discuss your hiring needs for the [Position Name] role. Following our conversation, I am pleased to submit this proposal to assist [Client Company Name] in identifying top-tier talent on a contingency basis.

1. Scope of Search

We will utilize our network and database to identify, screen, and present qualified candidates who meet the specific requirements we discussed, including [Specific Skill 1] and [Specific Skill 2].

2. Professional Fee

Our professional fee for this search is [Percentage]% of the candidate's first-year base salary. This fee is strictly success-based; no payment is due unless you hire a candidate introduced by our firm.

3. Payment Terms

The fee will be invoiced on the candidate's start date and is payable within [Number] days of the invoice date.

4. Guarantee Period

We offer a [Number]-day replacement guarantee. If the placed candidate leaves or is terminated for cause within this period, we will conduct a one-time replacement search at no additional cost.

5. Ownership of Referrals

Candidate referrals remain valid for a period of 12 months from the date of submission. If any referred candidate is hired for any position within your company during this time, the agreed fee will apply.

If these terms are acceptable, please sign below and return a copy to me. We are ready to begin the search immediately upon receipt of this signed agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by:

Signature: _____

Name: [Client Name]

Date: _____