

Date: [Insert Date]

Client Name: [Insert Client Name]

Address: [Insert Client Address]

Re: Contingency Search Terms for Volume Hiring - [Insert Project Name/Job Titles]

Dear [Insert Contact Name],

This letter outlines the terms and conditions for [Insert Agency Name] to provide recruitment services for your volume hiring needs.

1. Scope of Services

The Agency will identify, screen, and present qualified candidates for the following positions: [Insert List of Roles]. The Agency operates on a contingency basis, meaning fees are only earned upon the successful hire of a candidate.

2. Placement Fees

For this volume project, a discounted rate of [Insert Percentage]% of the candidate's first-year base salary shall apply. This rate is contingent upon a minimum of [Insert Number] hires within a [Insert Number] month period. If the minimum hire count is not met, the standard fee of [Insert Standard Percentage]% will apply to all placements.

3. Payment Terms

Invoices will be issued on the candidate's first day of employment. Payment is due within [Insert Number] days of the invoice date.

4. Replacement Guarantee

Should a candidate voluntarily resign or be terminated for cause within [Insert Number] days of their start date, the Agency will provide a one-time replacement for that position at no additional cost. This guarantee is valid only if all invoices have been paid on time.

5. Candidate Ownership

Candidates introduced by the Agency remain the proprietary interest of the Agency for a period of [Insert Number] months from the date of introduction. If the Client hires the candidate for any position during this period, the agreed fee will apply.

6. Term and Termination

Either party may terminate this agreement with [Insert Number] days' written notice. Any candidates already introduced prior to termination will remain subject to the terms of this agreement.

Please sign below to acknowledge and accept these terms.

Agreed for [Insert Agency Name]:

Signature: _____ Date: _____

Agreed for [Insert Client Name]:

Signature: _____ Date: _____