

Date: [Insert Date]

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

RE: Expedited Retained Search Agreement for [Position Title]

Dear [Client Name],

This letter confirms the agreement between [Search Firm Name] ("Consultant") and [Company Name] ("Client") for the expedited retained executive search for the position of [Position Title].

1. Scope of Service

Consultant will prioritize this assignment to provide a qualified shortlist of candidates within [Number] business days. Consultant will conduct sourcing, interviewing, and background screening as required.

2. Professional Fees

The total fee for this assignment is [Percentage]% of the placed candidate's first-year total estimated cash compensation (base salary plus projected bonus), or a fixed fee of \$[Amount].

3. Payment Schedule

As a retained search, the fee is payable in three installments:

- **Retainer:** \$[Amount] due upon execution of this agreement to initiate the search.
- **Shortlist Fee:** \$[Amount] due upon presentation of the initial candidate shortlist.
- **Placement Fee:** The remaining balance due within [Number] days of the candidate's start date.

4. Expenses

Client agrees to reimburse Consultant for pre-approved out-of-pocket expenses related to the search (e.g., travel for candidates or consultants). Invoices for expenses will be submitted monthly.

5. Replacement Guarantee

If the hired candidate leaves or is terminated for cause within [Number] months of their start date, Consultant will conduct a one-time replacement search for no additional professional fee, excluding expenses.

6. Exclusivity

Client agrees that Consultant shall be the exclusive representative for this search during the term of this agreement.

Please acknowledge your acceptance of these terms by signing below.

For [Search Firm Name]:

Signature: _____

Name: [Name]

Date: [Date]

For [Company Name]:

Signature: _____

Name: [Name]

Date: [Date]