

Date: [Insert Date]

Between:

The Agency: [Insert Agency Name]

The Client: [Insert Client Name]

Subject: Freelance Contract Placement Fee Agreement for [Candidate Name]

Dear [Client Contact Name],

This letter serves to confirm the agreement between [Agency Name] and [Client Name] regarding the placement of [Candidate Name] (the "Freelancer") for the project/contract role of [Job Title].

1. Placement Terms:

- **Start Date:** [Insert Date]
- **Estimated Duration:** [Insert Time Period]
- **Contract Rate:** [Insert Amount] per [Hour/Day]

2. Placement Fee:

The Client agrees to pay [Agency Name] a placement fee calculated as follows:

- **Fee Amount:** [Insert Percentage]% of the total contract value OR a flat fee of \$[Insert Amount].
- **Payment Schedule:** Invoiced [Monthly/One-time] and payable within [Number] days of receipt of invoice.

3. Permanent Hire Conversion:

Should the Client choose to hire the Freelancer on a permanent full-time basis within [Number] months of the contract start date, a conversion fee of [Insert Percentage/Amount] shall apply.

4. Confidentiality:

All information regarding the Freelancer's identity and compensation is confidential and intended solely for the Client's internal use.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]

Accepted and Agreed:

Signature of Authorized Client Representative

Printed Name and Title

Date