

RETAINED CONTRACT PLACEMENT FEE AGREEMENT

Date: [Date]

Between:

[Agency Name]
[Agency Address]
(The "Agency")

And:

[Client Name]
[Client Address]
(The "Client")

1. Scope of Search

The Client engages the Agency on a retained basis to identify and place a candidate for the position of: [Job Title].

2. Retainer Fee Structure

The total placement fee is agreed to be [Percentage]% of the candidate's first-year annual compensation. The fee will be paid in three installments:

- **First Installment:** [Amount/Percentage] due upon signing this agreement (Commencement Fee).
- **Second Installment:** [Amount/Percentage] due upon presentation of a qualified shortlist of candidates.
- **Final Installment:** Remaining balance due upon the candidate's acceptance of the offer.

3. Exclusivity

The Client agrees that this search is exclusive to the Agency for a period of [Number] days. The Client will refer all direct applicants or internal referrals to the Agency for screening.

4. Expenses

The Client agrees to reimburse the Agency for pre-approved travel and out-of-pocket expenses incurred during the search process.

5. Replacement Guarantee

If the placed candidate leaves or is terminated for cause within [Number] days of their start date, the Agency will conduct a one-time replacement search for no additional professional fee, provided all original invoices were paid on time.

6. Governing Law

This agreement shall be governed by the laws of [State/Country].

Signatures:

For the Agency: _____ Date: _____

For the Client: _____ Date: _____