

Date: [Insert Date]

Client Name: [Insert Client Company Name]

Address: [Insert Client Address]

Attention: [Insert Contact Person Name]

RE: CONTRACT PLACEMENT FEE AGREEMENT

Dear [Insert Contact Name],

This letter serves to confirm the agreement between [Insert Agency Name] ("Agency") and [Insert Client Name] ("Client") regarding the placement of contract personnel.

1. Services

The Agency agrees to source and present candidates for contract positions as requested by the Client. The Client agrees to pay the Agency a placement fee for any candidate engaged by the Client through the Agency's introduction.

2. Fee Structure

The Client agrees to pay the Agency a fee based on the following structure:

- **Hourly/Daily Markup:** [Insert Percentage or Dollar Amount] above the contractor's pay rate.
- **Conversion Fee:** If the Client hires the contractor as a permanent employee within [Insert Number] months of the contract start date, a conversion fee of [Insert Percentage]% of the candidate's first-year annual salary shall apply.

3. Payment Terms

Invoices will be submitted [Insert Frequency, e.g., weekly/monthly]. The Client agrees to settle all invoices within [Insert Number] days of receipt.

4. Non-Circumvention

The Client agrees not to hire any candidate introduced by the Agency, either directly or through another firm, for a period of [Insert Number] months following the initial introduction without paying the agreed-upon fee.

5. Term and Termination

This agreement shall remain in effect until terminated by either party with [Insert Number] days' written notice. Any obligations regarding fees for candidates already introduced shall survive termination.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

Signature: _____

Name: [Insert Name]

Title: [Insert Title]

Date: [Insert Date]