

Date: [Insert Date]

Client Name: [Insert Client Company Name]

Address: [Insert Client Address]

RE: CONTRACTOR PLACEMENT FLAT RATE RECRUITMENT FEE AGREEMENT

Dear [Insert Contact Name],

This letter serves as a formal agreement between [Insert Recruitment Agency Name] ("Agency") and [Insert Client Company Name] ("Client") regarding the placement of contract personnel.

1. Scope of Service

The Agency agrees to identify, screen, and present qualified candidates for the position of [Insert Job Title/Reference Number] on a contract basis.

2. Flat Rate Recruitment Fee

The Client agrees to pay the Agency a one-time flat fee of \$[Insert Amount] for each contractor successfully placed and engaged by the Client. This fee is independent of the contractor's hourly rate or the duration of the contract.

3. Payment Terms

The flat rate fee shall be invoiced on the contractor's first day of work. Payment is due within [Insert Number, e.g., 15 or 30] days of the invoice date.

4. Conversion to Permanent Staff

Should the Client hire the contractor as a permanent employee within [Insert Number, e.g., 6 or 12] months of the contract start date, an additional conversion fee of [Insert Amount or Percentage] will apply.

5. Replacement Guarantee

If the contractor leaves or is terminated for cause within [Insert Number] days of the start date, the Agency will seek a replacement candidate at no additional cost to the Client.

6. Confidentiality

Both parties agree to keep the terms of this agreement and candidate information confidential.

Please acknowledge your acceptance of these terms by signing below.

For [Insert Recruitment Agency Name]:

Signature: _____

Name/Title: _____

Date: _____

For [Insert Client Company Name]:

Signature: _____

Name/Title: _____
Date: _____