

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Executive Search Flat Rate Fee Agreement - [Job Title/Reference Number]

Dear [Contact Name],

This letter serves as a formal agreement between [Search Firm Name] ("Consultant") and [Client Company Name] ("Client") regarding the recruitment services for the position of [Job Title].

1. Scope of Service

Consultant will perform a professional search to identify, screen, and present qualified candidates for the aforementioned position. Services include market research, initial interviewing, and coordination of client interviews.

2. Professional Fee

In lieu of a percentage-based commission, Client agrees to pay Consultant a non-refundable flat fee of \$[Amount] for the successful placement of a candidate.

3. Payment Terms

The flat fee shall be payable according to the following schedule:

- **Retainer/Commencement Fee:** \$[Amount] due upon execution of this agreement.
- **Placement Fee:** \$[Amount] due within [Number] days of the candidate's start date.

4. Replacement Guarantee

If the hired candidate leaves the company or is terminated for cause within [Number] days of their start date, Consultant will conduct a one-time replacement search for the same position at no additional professional fee, excluding pre-approved out-of-pocket expenses.

5. Candidate Ownership

Any candidate presented by Consultant shall be considered a Consultant referral. If Client hires a presented candidate for any position within [12] months of the initial introduction, the full flat fee agreed upon in this document shall apply.

6. Confidentiality

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

Please indicate your acceptance of these terms by signing below.

For [Search Firm Name]:

Signature: _____

Name/Title: _____

Date: _____

For [Client Company Name]:

Signature: _____

Name/Title: _____

Date: _____