

Date: [Insert Date]

Between:

[Recruitment Agency Name]
[Address]
[City, State, Zip Code]

And:

[Client Company Name]
[Address]
[City, State, Zip Code]

Re: Non-Exclusive Flat Rate Recruitment Fee Agreement

Dear [Contact Name],

This letter serves to confirm the agreement between [Recruitment Agency Name] and [Client Company Name] regarding the placement of candidates for the following position(s): [Insert Job Title(s)].

- 1. Non-Exclusivity:** This agreement is non-exclusive. The Client is free to engage other recruitment agencies or seek candidates through internal or direct methods without penalty.
- 2. Flat Rate Fee:** Upon the successful hire of a candidate introduced by the Agency, the Client agrees to pay a one-time flat fee of \$[Insert Amount]. This fee is fixed and is not based on a percentage of the candidate's salary.
- 3. Payment Terms:** The flat fee becomes payable once the candidate commences employment. An invoice will be issued on the candidate's start date, with payment due within [Insert Number, e.g., 14 or 30] days.
- 4. Candidate Ownership:** The Agency shall "own" the referral of a candidate for a period of [Insert Number, e.g., 6 or 12] months from the date of submission. If the Client hires the candidate for any position during this timeframe, the flat fee applies.
- 5. Replacement Guarantee:** If the hired candidate leaves the company or is terminated for cause within [Insert Number, e.g., 60 or 90] days of their start date, the Agency will provide a one-time replacement for the same position at no additional cost.

Please sign below to acknowledge and accept the terms of this agreement.

Agreed to by:

For [Client Company Name]

Name: [Print Name]

Title: [Title]

Date: [Date]

For [Recruitment Agency Name]

Name: [Print Name]

Title: [Title]

Date: [Date]