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[Date]

[Client Name]
[Client Company]
[Client Address]

RE: Project-Based Flat Rate Recruitment Fee Agreement

Dear [Contact Name],

This letter serves as an agreement between [Agency Name] and [Client Company] regarding the recruitment services for the following project: [Project Name/Job Titles].

1. Scope of Work

[Agency Name] will provide recruitment services to identify, screen, and present qualified candidates for the following position(s): [List Positions].

2. Flat Rate Fee Structure

In lieu of a percentage-based fee, [Client Company] agrees to pay a flat fee of \$[Amount] per successful hire. This fee is fixed regardless of the candidate's final base salary or compensation package.

3. Payment Terms

The flat rate fee shall be invoiced upon the candidate's first day of employment. Payment is due within [Number] days of the invoice date.

4. Replacement Guarantee

Should a hired candidate leave the company or be terminated for cause within [Number] days of their start date, [Agency Name] will conduct a one-time replacement search for the same position at no additional cost.

5. Exclusivity

This project-based agreement is [Exclusive/Non-Exclusive] for a period of [Number] months starting from the date of this letter.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]

Accepted and Agreed:

Signature: _____

Name: [Client Authorized Signatory]

Date: _____