

RETAINED SEARCH AGREEMENT

Date: [Insert Date]

Between:

[Recruitment Firm Name]

[Address]

[City, State, Zip]

And:

[Client Company Name]

[Address]

[City, State, Zip]

1. Scope of Search

The Client engages the Firm to conduct a retained search for the position of: [Insert Job Title].

2. Flat Rate Professional Fee

The total professional fee for this assignment is a fixed flat rate of: \$[Insert Total Amount].

3. Payment Schedule

The flat rate fee shall be paid in three equal installments as follows:

- **Retainer:** \$[Amount] (1/3) due upon the signing of this agreement to initiate the search.
- **Shortlist:** \$[Amount] (1/3) due upon the presentation of qualified candidates for interview.
- **Placement:** \$[Amount] (1/3) due upon the candidate's acceptance of the offer.

4. Exclusivity

This is an exclusive search. The Client agrees not to engage other recruitment firms for this specific role during the term of this agreement.

5. Expenses

The Client shall reimburse the Firm for pre-approved out-of-pocket expenses (e.g., travel for out-of-town candidates). All expenses must be documented with receipts.

6. Replacement Guarantee

If the hired candidate leaves or is terminated for cause within [Insert Number] days of their start date, the Firm will conduct a one-time replacement search for no additional professional fee, excluding expenses.

7. Termination

Either party may terminate this agreement with written notice. In the event of termination, all installments paid to date are non-refundable.

Signatures:

[Name], For [Recruitment Firm Name]
Date:

[Name], For [Client Company Name]
Date: