

[Date]

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

Re: High Volume Candidate Placement Rebate Terms

Dear [Client Contact Name],

This letter outlines the rebate terms for high-volume recruitment services provided by [Agency Name] to [Client Name]. These terms apply when the volume of successful placements exceeds the thresholds defined below within a [Number]-month period.

### **1. Placement Volume Thresholds**

The following rebate percentages apply to the total recruitment fees paid based on the number of candidates placed and retained beyond the standard guarantee period:

- Level 1: [Number] - [Number] Placements: [Percentage]% Rebate
- Level 2: [Number] - [Number] Placements: [Percentage]% Rebate
- Level 3: [Number]+ Placements: [Percentage]% Rebate

### **2. Eligibility and Payment**

- Rebates are calculated on the net placement fee (excluding VAT/Taxes and expenses).
- The rebate will be issued as a [Credit Note/Cash Refund] within [Number] days of the end of the calendar quarter.
- Candidates must remain in active employment with [Client Name] for a minimum of [Number] days to qualify for the volume count.
- All original recruitment invoices must be paid in full according to standard payment terms to remain eligible for rebates.

### **3. Termination**

If the recruitment agreement is terminated by either party, the rebate will only apply to candidates who have completed their qualifying period prior to the termination date.

Please sign below to acknowledge and accept these terms.

Sincerely,

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

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**Acknowledgment and Acceptance:**

Signature: \_\_\_\_\_

Name: [Print Name]

Date: \_\_\_\_\_