

# RETAINED EXECUTIVE SEARCH PLACEMENT FEE AGREEMENT

Date: [Date]

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

Attention: [Hiring Manager Name]

This agreement confirms the terms and conditions under which [Search Firm Name] ("the Firm") will conduct a retained executive search for [Client Name] ("the Client") for the position of [Job Title].

## 1. Scope of Work

The Firm will provide comprehensive recruitment services, including market research, candidate identification, interviewing, and background assessment for the designated role.

## 2. Professional Fee

The total professional fee for this assignment is [Percentage]% of the candidate's first-year total estimated cash compensation (base salary plus target bonus). A minimum fee of \$[Amount] shall apply.

## 3. Payment Schedule

The fee is payable in three equal installments of \$[Amount]:

- First Installment: Due upon execution of this agreement (Retainer).
- Second Installment: Due [Number] days after the start of the search.
- Third Installment: Due upon the candidate's acceptance of the offer.

## 4. Expenses

The Client agrees to reimburse the Firm for all reasonable out-of-pocket expenses incurred during the search (e.g., travel for candidates or consultants, background checks). Expenses will be billed monthly.

## 5. Replacement Guarantee

If the hired candidate leaves or is terminated for cause within [Number] months of their start date, the Firm will conduct a one-time replacement search for no additional professional fee, provided all original invoices were paid in full and the role remains substantially the same.

## 6. Exclusivity

The Client agrees that this is an exclusive search. All candidates identified by any source for this position during the term of this agreement will be referred to the Firm for evaluation.

## 7. Confidentiality

Both parties agree to maintain the confidentiality of candidate identities and proprietary company information shared during the search process.

Please sign below to indicate acceptance of these terms.

**For [Search Firm Name]:**

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

**For [Client Name]:**

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