

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Retainer Installment Fee Agreement - Executive Search for [Job Title]

Dear [Client Contact Name],

This letter outlines the installment fee structure for the C-suite placement services provided by [Search Firm Name] regarding the recruitment of your [Job Title].

The total search fee is established at [Percentage]% of the candidate's first-year total estimated cash compensation, with a minimum guaranteed fee of \$[Amount].

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

- **First Installment:** \$[Amount] due upon the execution of this agreement to initiate the search process.
- **Second Installment:** \$[Amount] due [Number] days after the commencement of the search or upon presentation of the short-listed candidates.
- **Third Installment:** The remaining balance, adjusted based on the final compensation package, due upon the candidate's written acceptance of the offer.

All invoices are payable within [Number] days of receipt. These retainer installments are non-refundable and represent the commitment of resources to this executive search.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]

Agreed and Accepted:

Signature: _____

Name: [Client Representative Name]

Date: _____