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**Date:** [Insert Date]

**Client Name:** [Insert Client Contact Name]

**Company Name:** [Insert Company Name]

**Address:** [Insert Company Address]

**RE: Retainer Installment Fee Agreement for [Insert Position Title]**

Dear [Insert Contact Last Name],

This letter confirms the agreement between [Insert Staffing Agency Name] and [Insert Company Name] regarding the payment schedule for the recruitment search of the [Insert Position Title] role.

The total agreed-upon retainer fee is [Insert Total Amount/Percentage]. This fee shall be paid in installments according to the following schedule:

- **First Installment:** [Insert Amount] - Due upon execution of this agreement to initiate the search.
- **Second Installment:** [Insert Amount] - Due upon the presentation of a qualified shortlist of candidates.
- **Final Installment:** [Insert Amount] - Due upon the candidate's formal acceptance of the employment offer.

**Terms and Conditions:**

- Invoices are payable within [Insert Number] days of receipt.
- The initial retainer payment is non-refundable and will be credited toward the total placement fee.
- All other terms remain subject to the Master Service Agreement signed on [Insert Date].

Please acknowledge your acceptance of these installment terms by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Staffing Agency Name]

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**Accepted and Agreed:**

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

Name: [Insert Authorized Signatory Name]

Title: [Insert Title]

Date: [Insert Date]