

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address Line 1]
[City, State, Zip Code]

RE: Fixed-Term Recruitment Retainer Installment Fee Agreement

Dear [Client Contact Name],

This letter serves to confirm the agreement between [Company Name] and [Client Company Name] regarding the fixed-term recruitment services for the position of [Job Title].

1. Scope of Service: [Company Name] will provide exclusive recruitment services for a fixed term starting on [Start Date] and ending on [End Date].

2. Total Retainer Fee: The total agreed-upon fee for this assignment is \$[Total Amount].

3. Payment Schedule: The total fee shall be paid in installments as follows:

- **First Installment:** \$[Amount] due upon signing of this agreement (Engagement Fee).
- **Second Installment:** \$[Amount] due upon presentation of a qualified shortlist of candidates.
- **Final Installment:** \$[Amount] due upon the candidate's acceptance of the offer or on [Date].

4. Terms and Conditions: All installments are non-refundable and represent the commitment of resources to this search. Invoices are payable within [Number] days of receipt.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Agreed and Accepted:

Signature: _____

Name: [Client Representative Name]

Title: _____

Date: _____