

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Re: Global Talent Search Retainer Installment Fee Agreement

Dear [Insert Contact Name],

This letter serves as a formal agreement regarding the payment structure for the executive search engagement for the position of [Insert Job Title]. As discussed, [Insert Agency Name] will conduct a global talent search under the following retainer installment terms:

1. Total Professional Fee: The total fee for this search is established at [Insert Percentage]% of the candidate's first-year total estimated cash compensation, or a fixed fee of [Insert Amount].

2. Installment Schedule: The fee shall be paid in three (3) equal installments as follows:

- **First Installment (Retainer):** [Insert Amount/Percentage] due upon the signing of this agreement to initiate the global search and research phase.
- **Second Installment (Shortlist):** [Insert Amount/Percentage] due upon the presentation of the qualified shortlist of candidates.
- **Third Installment (Placement):** The remaining balance, adjusted for final compensation, due upon the candidate's acceptance of the offer and commencement of employment.

3. Expenses: Pre-approved travel expenses for consultants or candidates will be billed separately at cost on a monthly basis.

4. Exclusivity: This is an exclusive search. Should the client hire any candidate introduced by [Insert Agency Name] within 12 months of the introduction for any role, the full fee will apply.

5. Termination: Either party may terminate this agreement with [Insert Number] days' written notice. In the event of termination, all installments paid to date are non-refundable to cover work performed.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Agency Name]

Accepted by:

[Authorized Signatory Name]

[Title]

[Date]