

Date: [Insert Date]

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

Subject: Technical Talent Search Retainer Installment Fee Agreement

Dear [Client Contact Name],

This letter serves to formalize the agreement between [Your Company Name] and [Client Company Name] regarding the payment structure for our technical talent search services for the position of [Job Title].

To initiate and sustain this exclusive search, the total retainer fee is agreed upon as [Total Amount]. This fee will be paid in the following installments:

- **First Installment:** [Amount] (Due upon signing this agreement to commence the search).
- **Second Installment:** [Amount] (Due upon presentation of the short-listed candidates).
- **Final Installment:** [Amount] (Due upon the successful placement and start date of the candidate).

Terms and Conditions:

- Invoices are payable within [Number] days of receipt.
- The initial installments are non-refundable as they cover the dedicated research, sourcing, and technical screening hours allocated to this project.
- The final installment will be adjusted based on the candidate's final negotiated first-year base salary if the total fee is percentage-based.

Please indicate your acceptance of these terms by signing below.

Sincerely,

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

Accepted and Agreed:

Signature: _____
Name: [Client Authorized Signatory]
Date: _____