

**Date:** [Insert Date]

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

**Address:** [Insert Client Address]

**Subject: Volume Hiring Retainer Installment Fee Agreement**

Dear [Insert Client Contact Name],

This letter serves as a formal agreement regarding the payment structure for the volume hiring project initiated between [Insert Agency Name] and [Insert Client Company Name] for the recruitment of [Insert Number] positions for the role(s) of [Insert Job Titles].

To ensure dedicated resources and project continuity, both parties agree to the following retainer installment schedule:

**1. Total Estimated Project Fee:** \$[Insert Total Amount]

**2. Installment Schedule:**

- **First Installment (Commencement Fee):** \$[Amount] due on [Date/Execution of Agreement].
- **Second Installment (Mid-Project Fee):** \$[Amount] due on [Date/Completion of First 50% of Hires].
- **Final Installment (Balance):** \$[Amount] due upon completion of the project or by [Date].

**3. Terms and Conditions:**

- Retainer installments are non-refundable and will be credited toward the final placement fees.
- Invoices are payable within [Number] days of receipt.
- Should the project scope increase, a revised installment plan will be negotiated.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Insert Agency Name]

---

**Accepted and Agreed:**

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

Name: [Insert Name]

Title: [Insert Title]

Date: \_\_\_\_\_