

Date: [Insert Date]

Between:

[Recruitment Agency Name]

[Address]

[City, State, Zip]

And:

[Client Company Name]

[Address]

[City, State, Zip]

1. Scope of Services

The Client engages the Agency to recruit candidates for the following project/positions: [Insert Project Name or Job Titles]. This agreement is on a contingency basis, meaning no fee is due unless a candidate introduced by the Agency is hired by the Client.

2. Recruitment Fee

The Client agrees to pay a placement fee equal to [Insert Percentage]% of the candidate's first-year base salary. This fee applies to any candidate introduced by the Agency who is hired within [Insert Number, e.g., 12] months of the initial referral.

3. Payment Terms

The recruitment fee is earned on the candidate's first day of employment. The Agency will issue an invoice on the start date, and payment is due within [Insert Number, e.g., 30] days of the invoice date.

4. Replacement Guarantee

If the hired candidate leaves the company (except for redundancy or restructuring) within [Insert Number, e.g., 90] days of their start date, the Agency will seek a one-time replacement for the position at no additional charge, provided the original invoice was paid on time.

5. Confidentiality

All candidate resumes and information provided by the Agency are confidential. If the Client refers an Agency candidate to another employer who subsequently hires the candidate, the Client remains liable for the recruitment fee.

6. Governing Law

This agreement shall be governed by the laws of [Insert State/Country].

Signatures:

For [Recruitment Agency Name]:

Name/Title: [Insert Name]

For [Client Company Name]:

Name/Title: [Insert Name]