

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

RE: Contract Staffing Project Recruitment Fee Agreement

Dear [Client Contact Name],

This letter serves as a formal agreement between **[Your Agency Name]** ("Agency") and **[Client Company Name]** ("Client") regarding the recruitment and placement of contract personnel for the **[Project Name/Department]**.

1. Scope of Services

The Agency will source, screen, and present qualified candidates for contract positions as requested by the Client. The specific roles, durations, and bill rates will be outlined in individual Work Orders or Statements of Work (SOW).

2. Fee Structure

The Client agrees to pay the Agency based on the following fee structure (select applicable option):

- **Hourly Markup:** A markup of [Percentage]% over the contractor's hourly pay rate.
- **Flat Hourly Margin:** A fixed fee of \$[Amount] per hour worked by each contractor.
- **Conversion Fee:** Should the Client hire a contractor as a permanent employee within [Number] months of the assignment end date, a conversion fee of [Percentage]% of the candidate's first-year annual salary shall apply.

3. Payment Terms

Invoices will be submitted [Weekly/Bi-weekly] based on approved timesheets. Payment is due within [Number] days of the invoice date. Late payments may be subject to a finance charge of [Percentage]%.

4. Employer of Record

[Agency Name] shall remain the Employer of Record for all contract staff provided. The Agency is responsible for all payroll taxes, workers' compensation, and statutory benefits.

5. Term and Termination

This agreement commences on [Start Date] and remains in effect until terminated by either party with [Number] days written notice. Existing assignments will continue until their scheduled completion unless otherwise agreed.

6. Confidentiality

Both parties agree to keep the terms of this agreement and any candidate personal data strictly confidential.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

Accepted and Agreed:

Signature: _____ Date: _____

Name: [Printed Name]

Title: [Printed Title]