

EXECUTIVE SEARCH PROJECT RECRUITMENT FEE AGREEMENT

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Contact Name],

This letter serves as a formal agreement between [Executive Search Firm Name] ("Consultant") and [Client Company Name] ("Client") regarding the executive search project for the position of [Job Title].

1. Scope of Service

Consultant will conduct a professional search to identify, evaluate, and present qualified candidates for the position of [Job Title].

2. Professional Fees

The professional fee for this search project is calculated as [Percentage]% of the candidate's first-year total estimated cash compensation (including base salary and projected bonus).

3. Payment Schedule

The fee will be payable in three installments:

- One-third (Retainer): Due upon signing this agreement.
- One-third (Shortlist): Due upon the presentation of a qualified shortlist of candidates.
- Final third (Placement): Due upon the candidate's acceptance of the offer.

4. Expenses

Client agrees to reimburse Consultant for pre-approved out-of-pocket expenses, such as travel for candidates or consultants and specialized background checks. Documentation will be provided with invoices.

5. Replacement Guarantee

If the hired candidate leaves the company within [Number] months for any reason other than restructuring or redundancy, Consultant will conduct a replacement search for no additional professional fee, charging only for out-of-pocket expenses.

6. Non-Solicitation

Client agrees not to solicit or hire employees of Consultant during the term of this agreement and for a period of one year following its termination.

7. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information and candidate data shared during this project.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Name of Consultant]

[Title]

[Executive Search Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Name of Client Signatory]

Title: [Title]

Date: [Date]