

Date: [Insert Date]

Between: [Your Company Name] ("The Client")

And: [Recruitment Agency Name] ("The Agency")

Project Name: [Insert Project Name/Reference]

1. Scope of Service

The Agency agrees to identify, screen, and present qualified candidates for the outsourced project positions defined in Attachment A. The Agency will act as an independent contractor.

2. Recruitment Fee Structure

The Client agrees to pay the Agency a recruitment fee based on the following terms:

[Option A: Percentage] [Insert %] of the candidate's total first-year annual compensation.

[Option B: Flat Fee] A fixed fee of \$[Insert Amount] per successful placement.

3. Payment Terms

The recruitment fee shall become payable only if a candidate introduced by the Agency is engaged by the Client within [Insert Number] months of the introduction. Invoices are due for payment within [Insert Number] days of the candidate's start date.

4. Replacement Guarantee

If the placed candidate leaves the project or is terminated for cause within [Insert Number] days of their start date, the Agency will provide a one-time replacement for the same position at no additional cost.

5. Confidentiality

Both parties agree to keep all project details, candidate information, and financial terms of this agreement strictly confidential.

6. Governing Law

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

Signatures:

For The Client

Name: [Print Name]

Title: [Insert Title]

For The Agency

Name: [Print Name]

Title: [Insert Title]