

RETAINED SEARCH PROJECT RECRUITMENT FEE AGREEMENT

Date: [Date]

Between:

[Recruitment Agency Name]
[Address]
[City, State, Zip]

And:

[Client Company Name]
[Address]
[City, State, Zip]

1. Scope of Search

The Client hereby engages the Agency to conduct a retained search for the following position:
[Job Title].

2. Professional Fees

The total professional fee for this assignment is [Percentage]% of the candidate's first-year total estimated cash compensation, or a fixed fee of \$[Amount].

3. Payment Schedule

The fee shall be paid in three equal installments as follows:

- **First Installment:** \$[Amount] (Retainer) due upon signing of this agreement to commence the search.
- **Second Installment:** \$[Amount] due upon the presentation of a qualified shortlist of candidates.
- **Final Installment:** Remaining balance due upon the candidate's acceptance of the employment offer.

4. Exclusivity

The Client agrees that the Agency shall have the exclusive right to represent this search for a period of [Number] days from the date of this agreement.

5. Expenses

The Client agrees to reimburse the Agency for pre-approved out-of-pocket expenses (e.g., travel for candidates or consultants) incurred during the search process.

6. Replacement Guarantee

If the hired candidate leaves the company for any reason other than redundancy or restructuring within [Number] days of their start date, the Agency will conduct a replacement search for no additional professional fee, excluding expenses.

7. Confidentiality

Both parties agree to keep all information regarding the search, including candidate identities and company data, strictly confidential.

Signatures:

For [Recruitment Agency Name]: _____ Date: _____

For [Client Company Name]: _____ Date: _____