

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

Subject: Seasonal Staffing Project Recruitment Fee Agreement

Dear [Client Contact Name],

This letter serves as a formal agreement between [Recruitment Agency Name] ("Agency") and [Client Company] ("Client") regarding the recruitment of seasonal staff for the [Year/Season] project.

1. Scope of Services

The Agency will identify, screen, and present candidates for the following seasonal positions: [List Positions]. The project period is defined as [Start Date] to [End Date].

2. Recruitment Fees

The Client agrees to pay the Agency a fee for each candidate hired based on the following structure:

- Fee per hire: \$[Amount]
- Flat project fee: \$[Amount] (if applicable)
- Percentage of seasonal gross earnings: [Percentage]%

3. Payment Terms

Invoices will be issued on [Candidate Start Date / Weekly / End of Project]. Payment is due within [Number] days of the invoice date. Late payments may be subject to a fee of [Percentage]%.

4. Replacement Guarantee

If a seasonal hire leaves or is terminated for cause within [Number] days of their start date, the Agency will provide a one-time replacement for that position at no additional cost, provided all original invoices have been paid.

5. Confidentiality

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

6. Termination

Either party may terminate this agreement with [Number] days' written notice. Fees remain due for any candidates introduced by the Agency prior to termination who are subsequently hired by the Client within [Number] months.

Please sign below to indicate your acceptance of these terms.

For [Recruitment Agency Name]:

Signature: _____

Date: _____

For [Client Company]:

Signature: _____

Date: _____