

Date: [Insert Date]

Client Name: [Insert Company Name]

Client Address: [Insert Company Address]

Recruitment Agency: [Insert Agency Name]

Agency Address: [Insert Agency Address]

Subject: Turnkey Project Recruitment Fee Agreement

Dear [Insert Contact Name],

This letter serves as a formal agreement between **[Insert Agency Name]** (the "Agency") and **[Insert Company Name]** (the "Client") regarding the recruitment services for the **[Insert Project Name/Description]** Turnkey Project.

1. Scope of Work

The Agency agrees to manage the end-to-end recruitment process for the project, including sourcing, screening, interviewing, and facilitating the placement of [Insert Number] positions as outlined in the project requirements.

2. Fee Structure

The Client agrees to pay a total project recruitment fee based on the following structure:
[Insert Option: Fixed Fee per project OR Percentage of total first-year salaries OR Milestone-based payments]

3. Payment Schedule

Payments shall be made by the Client to the Agency according to the following milestones:

- [Insert Percentage]% upon signing this agreement.
- [Insert Percentage]% upon successful placement of 50% of required staff.
- [Insert Percentage]% upon completion of all project hiring.

4. Guarantee Period

The Agency provides a replacement guarantee of [Insert Number] days for any candidate who leaves or is terminated for cause within the initial period of employment, at no additional cost to the Client.

5. Exclusivity

For the duration of this project, the Agency shall be the [Insert Exclusive/Non-Exclusive] provider of recruitment services for these specific roles.

6. Confidentiality

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

Please sign below to indicate your acceptance of these terms.

For [Insert Agency Name]:

Signature: _____

Name/Title: _____

Date: _____

For [Insert Company Name]:

Signature: _____

Name/Title: _____

Date: _____