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Date: [Insert Date]

BETWEEN:

[Client Company Name]

[Address Line 1]

[Address Line 2]

(The "Client")

AND:

[Recruitment Agency Name]

[Address Line 1]

[Address Line 2]

(The "Agency")

RE: Preferred Supplier List (PSL) Contingency Fee Agreement

Dear [Contact Name],

This letter confirms the agreement between [Client Company Name] and [Recruitment Agency Name] regarding the placement of candidates on a contingency basis. By engaging with the Agency, the Client agrees to the following terms:

1. Scope of Agreement

The Agency is appointed as a member of the Client's Preferred Supplier List (PSL) for the provision of recruitment services. This agreement applies to all permanent and fixed-term contract placements.

2. Contingency Fees

Fees are only payable if the Client hires a candidate introduced by the Agency. The fee shall be calculated as a percentage of the candidate's first-year gross base salary as follows:

- Salary up to \$[Amount]: [Percentage]%
- Salary \$[Amount] - \$[Amount]: [Percentage]%
- Salary above \$[Amount]: [Percentage]%

3. Payment Terms

All invoices are payable within [Number] days of the candidate's commencement date. Taxes will be applied as per local regulations.

4. Rebate Period

Should the candidate leave the Client's employment within the first [Number] weeks, a rebate

will be offered according to the following schedule, provided the original invoice was paid on time:

- Weeks 1-4: [Percentage]%
- Weeks 5-8: [Percentage]%
- Weeks 9-12: [Percentage]%

5. Ownership of Candidates

The Agency's introduction of a candidate is valid for a period of [12] months from the date of submission. If the Client hires the candidate during this period, the agreed fee remains payable.

6. Termination

Either party may terminate this PSL agreement with [Number] days' written notice.

Please sign below to acknowledge and accept these terms.

For [Client Company Name]:

Signature: _____

Name/Title: _____

Date: _____

For [Recruitment Agency Name]:

Signature: _____

Name/Title: _____

Date: _____