

[Company Letterhead/Logo]

[Date]

[Recipient Name]
[Recipient Job Title]
[Agency Name]
[Agency Address]

RE: Agreement for Contractor Provision and Preferred Supplier List (PSL) Fees

Dear [Recipient Name],

Following our recent discussions, I am pleased to confirm that [Agency Name] has been appointed as a member of the Preferred Supplier List (PSL) for [Company Name] regarding the provision of contract personnel.

This letter outlines the agreed commercial terms for the placement of contractors:

- **Agreed Margin/Fee:** [Percentage]% markup on the contractor's daily/hourly rate, or a fixed fee of \$[Amount] per placement.
- **Payment Terms:** Invoices are to be paid within [Number] days of receipt of a valid invoice and approved timesheet.
- **Agreement Duration:** This agreement is valid for a period of [Number] months, effective from [Start Date].
- **Exclusivity:** [Specify if the agency has exclusive rights or is part of a multi-agency panel].

All placements are subject to our standard Terms of Business, which are attached to this letter. By providing candidates for any roles, you are confirming your acceptance of these fee arrangements and our general terms.

Please sign and return a copy of this letter to acknowledge your agreement.

Yours sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment and Acceptance:

Signature: _____

Date: _____

On behalf of [Agency Name]