

[Company Letterhead]

[Date]

[Consultant Name]

[Search Firm Name]

[Address]

[City, State, Zip]

RE: Executive Search Preferred Supplier List (PSL) Fee Agreement

Dear [Consultant Name],

We are pleased to confirm that [Search Firm Name] has been selected as a member of the Preferred Supplier List for [Client Company Name] regarding executive search services. This agreement outlines the agreed fee structure and terms for the period of [Start Date] to [End Date].

1. Fee Structure

The agreed professional fee for retained executive search assignments shall be [Percentage]% of the successful candidate's first-year total guaranteed cash compensation (Base Salary + Guaranteed Bonus).

2. Payment Schedule

Fees will be invoiced in three equal installments:

- One-third (1/3) upon commencement of the search.
- One-third (1/3) upon the presentation of a formal shortlist of candidates.
- One-third (1/3) upon the candidate's acceptance of the offer.

3. Expenses

Reimbursable expenses (travel, candidate relocation, etc.) must be pre-approved in writing by [Client Company Name] and will be billed at cost without markup.

4. Replacement Guarantee

Should a candidate placed by [Search Firm Name] leave or be terminated for cause within [Number] months of their start date, [Search Firm Name] will conduct a replacement search for no additional professional fee.

5. Off-Limits

[Search Firm Name] agrees not to approach any employee of [Client Company Name] for other opportunities for the duration of this agreement.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter.

Yours sincerely,

[Signature]

[Name]

[Title]

[Client Company Name]

Agreement Acceptance:

For and on behalf of [Search Firm Name]:

Signature: _____

Date: _____