

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Fixed Fee Preferred Supplier List (PSL) Agreement

Dear [Contact Name],

We are pleased to confirm that [Agency Name] has been selected as a preferred supplier for recruitment services for [Client Name]. This letter outlines the terms of our fixed fee agreement.

1. Scope of Agreement

This agreement applies to all permanent placements made by [Agency Name] for [Client Name] during the period of [Start Date] to [End Date].

2. Fixed Fee Structure

Regardless of the final salary offered to the candidate, the recruitment fee for each placement shall be a fixed sum of [Amount] per hire.

3. Payment Terms

Invoices will be issued on the candidate's start date. Payment is due within [Number] days of the invoice date.

4. Rebate Period

Should a candidate leave within the first [Number] weeks of employment, a rebate of the fixed fee will apply as follows:

- 0-4 weeks: [Percentage]%
- 5-8 weeks: [Percentage]%
- 9-12 weeks: [Percentage]%

5. Exclusivity and Ownership

Candidate ownership shall remain with [Agency Name] for a period of [Number] months from the date of submission.

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

Yours sincerely,

[Your Name]

[Your Title]

[Agency Name]

Accepted by [Client Name]:

Signature: _____

Name: _____

Date: _____