

[Date]

[Contact Name]

[Company Name]

[Company Address]

Dear [Contact Name],

RE: NON-EXCLUSIVE PREFERRED SUPPLIER LIST (PSL) FEE AGREEMENT

This letter serves to confirm the agreement between [Your Agency Name] ("The Agency") and [Client Company Name] ("The Client") regarding the provision of recruitment services on a non-exclusive basis.

1. Appointment

The Client hereby appoints The Agency to its Preferred Supplier List for the provision of [Permanent/Contract/Temporary] recruitment services. This appointment is non-exclusive, and the Client reserves the right to engage other agencies or recruit directly.

2. Fee Structure

The Client agrees to pay The Agency a placement fee based on the following schedule:

- For all successful placements, the fee shall be [Percentage]% of the candidate's first-year gross base salary.
- Fees for fixed-term contracts shall be calculated on a pro-rata basis.

3. Payment Terms

Invoices will be issued on the candidate's commencement date. Payment is due within [Number, e.g., 14 or 30] days of the invoice date.

4. Rebate Period

Should a candidate leave the Client's employment within the first [Number, e.g., 12] weeks, a rebate of the fee will apply as follows:

[Insert Rebate Scale, e.g., 0-4 weeks: 100%; 5-8 weeks: 50%; 9-12 weeks: 25%].

The rebate is subject to the original invoice being paid within the agreed payment terms.

5. Ownership of Candidates

A candidate introduced by The Agency shall remain the "property" of The Agency for a period of [Number, e.g., 12] months from the date of introduction. If the Client hires the candidate during this period, the fee outlined in Section 2 will apply.

6. Term

This agreement commences on [Start Date] and will remain in effect until [End Date] or until terminated by either party with [Number] days' written notice.

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

Yours sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

Accepted for and on behalf of [Client Company Name]:

Signature: _____

Name: _____

Date: _____