

[Company Header/Logo]

[Date]

[Recruitment Agency Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

Subject: Standard Preferred Supplier List (PSL) Fee Agreement

Dear [Contact Person Name],

We are pleased to confirm that [Your Company Name] has appointed [Recruitment Agency Name] as a member of our Preferred Supplier List (PSL) for the provision of recruitment services.

This agreement outlines the agreed-upon fee structure and terms for all candidates introduced to [Your Company Name] effective from [Start Date]:

1. Placement Fees:

The agreed fee for permanent placements shall be [Percentage]% of the candidate's first-year gross annual basic salary.

2. Payment Terms:

Invoices are payable within [Number] days from the candidate's start date.

3. Rebate Period:

Should a candidate leave within the first [Number] weeks of employment, the following rebate schedule will apply:

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

4. Exclusivity and Ownership:

Candidate ownership shall remain with the agency for a period of [Number] months from the date of initial CV submission. Fees are only applicable if the agency is the original source of the introduction.

5. Term:

This agreement is valid for a period of [Number] months and will be reviewed on [Review Date].

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

Yours sincerely,

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

Agreed and Accepted by:

Signature: _____
Name: _____
Date: _____