

[Date]

[Contact Name]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: Temporary Staffing Preferred Supplier List (PSL) Fee Agreement**

Dear [Contact Name],

Following our recent discussions, we are pleased to confirm that [Company Name] has appointed [Agency Name] as a member of our Preferred Supplier List (PSL) for the provision of temporary staffing services.

This agreement sets out the agreed fee structure and terms governing all temporary placements made by [Agency Name] effective from [Start Date]:

**1. Agreed Fees:**

The agreed markup/commission for temporary staff shall be [Percentage]% over the candidate's hourly pay rate. This rate is inclusive of all administrative costs and agency margins.

**2. Permanent Conversion (Temp-to-Perm):**

Should [Company Name] decide to hire a temporary worker provided by your agency on a permanent basis, the following conversion fee schedule applies:

- After [Number] weeks of assignment: [Percentage]% of the starting annual salary.
- After [Number] weeks of assignment: No conversion fee shall apply.

**3. Payment Terms:**

Invoices must be submitted weekly. Payment will be made within [Number] days of receipt of a valid invoice and approved timesheet.

**4. Terms of Business:**

This fee agreement is subject to the full Terms and Conditions attached to this letter. By providing candidates or services after the date of this letter, you indicate your acceptance of these terms.

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

Yours sincerely,

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

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**Acknowledgment:**

I, [Name], acting on behalf of [Agency Name], agree to the fees and terms stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_