

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

RE: Volume Discount and Preferred Supplier List (PSL) Fee Agreement

Dear [Contact Name],

This letter serves to formalize the agreement between **[Company Name]** ("The Company") and **[Supplier Name]** ("The Supplier") regarding recruitment fees and volume discount structures for the upcoming period effective **[Start Date]**.

1. Preferred Supplier Status

The Supplier is hereby appointed to The Company's Preferred Supplier List (PSL). In exchange for this status and a high volume of recruitment requirements, The Supplier agrees to the following fee structure.

2. Standard Fee

The baseline recruitment fee for all successful placements shall be **[Insert Percentage]**% of the candidate's first-year base salary.

3. Volume Discount Structure

The following tiered discount will apply based on the number of successful placements made within a [Quarterly/Annual] period:

- **1-[X] Placements:** [Insert Percentage]% Fee
- **[X]-[Y] Placements:** [Insert Percentage]% Fee
- **[Y]+ Placements:** [Insert Percentage]% Fee

4. Payment Terms

All invoices are payable within **[Number]** days of the candidate's start date. Volume discounts will be applied as a credit to the subsequent invoice or settled via a year-end rebate.

5. Guarantee Period

A rebate or replacement guarantee of **[Number]** weeks shall apply to all placements, as outlined in the standard Terms of Business attached.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our HR/Procurement department.

Yours sincerely,

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

Supplier Acceptance

Signed: _____

Name: _____

Date: _____