

[Date]

[Recruiter Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Re: Campus Event Graduate Recruitment Campaign Fee Agreement

Dear [Recruiter Name],

This letter serves to formally outline the agreement between [University/Department Name] and [Company Name] regarding the participation fees for the upcoming Graduate Recruitment Campaign, scheduled to take place on [Event Date].

1. Event Description: [Briefly describe event, e.g., Spring Career Fair / Graduate Networking Night].

2. Participation Fees: The total fee for participation in this campaign is [Amount in Currency]. This fee includes the following services:

- Exhibition space and booth setup.
- Access to the graduate resume database.
- Marketing and promotion of your brand across campus digital channels.
- Catering for [Number] of representatives.

3. Payment Terms: Payment is due in full by [Due Date]. Payments can be made via [Bank Transfer/Credit Card/Check]. Please reference invoice number [Invoice #] when processing the payment.

4. Cancellation Policy: Cancellations made before [Cancellation Deadline Date] will receive a [Percentage]% refund. No refunds will be issued for cancellations made after this date.

5. Terms of Agreement: By signing below, [Company Name] agrees to the fees and terms specified in this letter.

Please return a signed copy of this agreement to [Email Address] by [Date].

Sincerely,

[Your Name]
[Your Title]
[University/Department Name]

Accepted by:

Signature: _____

Printed Name: _____

Title: _____

Date: _____