

Date: [Insert Date]

Between:

[Recruitment Agency Name]
[Agency Address]
(The "Agency")

And:

[Client Company Name]
[Client Address]
(The "Client")

Subject: Exclusive Graduate Recruitment Campaign Fee Agreement

Dear [Contact Name],

This letter confirms the agreement between [Agency Name] and [Client Company Name] regarding the exclusive recruitment campaign for the [Year] Graduate Intake.

1. Exclusivity Period

The Client agrees to grant the Agency exclusivity for a period of [Number] months, starting from [Start Date] to [End Date]. During this time, the Client will not engage other agencies for the specified graduate roles.

2. Scope of Services

The Agency will manage the following:

- Targeted university outreach and marketing.
- Candidate screening and initial interviews.
- Coordination of assessment centers.
- Offer management and onboarding support.

3. Fee Structure

The total project fee is agreed at [Amount/Percentage]. Payment will be staged as follows:

- **Retainer Fee:** [Amount] (Payable upon commencement).
- **Shortlist Delivery:** [Amount] (Payable upon delivery of qualified candidates).
- **Placement Fee:** [Amount/Percentage] (Payable per successful hire upon start date).

4. Terms of Payment

Invoices are payable within [Number] days of the invoice date. All fees are subject to VAT where applicable.

5. Replacement Guarantee

Should a graduate leave within [Number] weeks of their start date, the Agency will provide a replacement candidate at no additional cost, subject to the terms of the Master Service Agreement.

Please sign below to acknowledge acceptance of these terms.

For [Client Company Name]:

Signature: _____

Name: [Print Name]

Date: [Insert Date]

For [Recruitment Agency Name]:

Signature: _____

Name: [Print Name]

Date: [Insert Date]