

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Fixed Cost Graduate Recruitment Campaign Fee Agreement

Dear [Client Contact Name],

This letter serves as a formal agreement between **[Recruitment Agency Name]** and **[Client Name]** regarding the fixed cost recruitment services for your upcoming graduate intake campaign.

1. Scope of Services

[Recruitment Agency Name] will manage the graduate recruitment process, including but not limited to: job advertisement placement, initial application screening, video interviews, and final shortlist presentation for the [Year] Graduate Program.

2. Fixed Fee Structure

The parties agree to a total fixed campaign fee of **[\$[Amount]]** plus applicable taxes. This fee is inclusive of all administrative costs and candidate sourcing activities as outlined in the campaign proposal.

3. Payment Schedule

The fixed fee shall be payable in the following installments:

- **[Percentage]%** (Implementation Fee) payable upon signing of this agreement.
- **[Percentage]%** payable upon delivery of the candidate shortlist.
- **[Percentage]%** (Final Balance) payable upon completion of the campaign.

4. Terms and Conditions

This fixed fee applies regardless of the total number of graduates hired from the campaign, up to a maximum of [Number] hires. Any hires exceeding this number will be subject to an additional fee of **[\$[Amount]]** per hire. Invoices are payable within [Number] days of receipt.

5. Acceptance

To confirm your acceptance of these terms, please sign and return a copy of this letter.

For and on behalf of **[Recruitment Agency Name]**:

[Name/Title]

For and on behalf of **[Client Name]**:

[Name/Title]