

**Date:** [Insert Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Project Based Graduate Recruitment Campaign Fee Agreement**

Dear [Contact Name],

This letter outlines the agreement between [Agency Name] and [Client Name] regarding the graduate recruitment campaign for the [Year/Project Name] intake.

**1. Scope of Services**

[Agency Name] will provide end-to-end recruitment services including sourcing, initial screening, and coordination of assessment centers for [Number] graduate positions.

**2. Campaign Management Fee**

A project management fee of \$[Amount] is payable upon the signing of this agreement. This covers marketing, administrative costs, and platform access.

**3. Placement Fees**

A success fee of [Percentage]% of the first-year base salary will be invoiced for each candidate who accepts an offer of employment. This fee is due within [Number] days of the candidate's start date.

**4. Exclusivity**

[Client Name] agrees that [Agency Name] shall be the sole provider for this specific graduate campaign for a period of [Number] months.

**5. Replacement Guarantee**

Should a placed graduate leave within [Number] weeks of their start date, [Agency Name] will provide a one-time replacement at no additional placement cost, provided all original invoices were paid on time.

**6. Termination**

Either party may terminate this agreement with [Number] days' written notice. Any fees incurred up to the date of termination remain payable.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]

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**Accepted by [Client Name]:**

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

Name and Title: \_\_\_\_\_

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