

# RETAINED GRADUATE RECRUITMENT CAMPAIGN FEE AGREEMENT

**Date:** [Insert Date]

**Between:**

[Agency Name]  
[Agency Address]

**And:**

[Client Name]  
[Client Address]

## 1. Scope of Services

The Agency is retained to manage the graduate recruitment campaign for the following position(s): [Insert Job Title/Department]. The campaign will run from [Start Date] to [End Date].

## 2. Retainer Fee Structure

The total project fee is [Total Amount]. This shall be payable in three installments:

- **Commencement Fee:** [Amount] (Payable upon signing of this agreement to initiate the campaign).
- **Shortlist Fee:** [Amount] (Payable upon delivery of the qualified candidate shortlist).
- **Completion Fee:** [Amount] (Payable upon the successful offer and acceptance by the selected candidate).

## 3. Exclusivity

The Client agrees that for the duration of this campaign, the Agency shall have the exclusive right to represent these specific graduate vacancies. Any direct applications received by the Client shall be referred to the Agency for processing.

## 4. Expenses

Advertising costs and third-party assessment fees are [included/excluded]. If excluded, these will be pre-approved by the Client in writing and invoiced at cost.

## 5. Replacement Guarantee

Should a placed candidate leave within [Number] weeks of their start date, the Agency will seek a replacement for no additional fee, provided all original invoices were paid on time.

## 6. Termination

Either party may terminate this agreement with [Number] days' notice. Any fees already paid are non-refundable, and work completed up to the termination date will be invoiced pro-rata.

**Agreed by:**

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For [Agency Name]

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For [Client Name]