

[Date]

[Contact Name]

[Title]

[University Department/Career Services]

[University Name]

[Address]

Re: Graduate Recruitment Campaign Fee Agreement

Dear [Contact Name],

This letter serves as a formal agreement between [Company Name] and [University Name] regarding the graduate recruitment campaign for the [Year/Season] academic cycle.

1. Scope of Services

The University agrees to provide the following recruitment services:

- Access to the student/alumni recruitment portal.
- On-campus interview room reservations.
- Targeted email distributions to eligible graduates.
- Participation in the [Name of Career Fair/Event].

2. Fee Structure

[Company Name] agrees to pay a total campaign fee of \$[Amount]. This fee is broken down as follows:

- Administrative/Registration Fee: \$[Amount]
- Marketing and Promotion Fee: \$[Amount]
- Event Participation Fee: \$[Amount]

3. Payment Terms

Invoices shall be issued on [Date] and are payable within [Number] days of receipt. Payments should be made via [Wire Transfer/Check/Online Portal].

4. Terms and Termination

This agreement is valid from [Start Date] to [End Date]. Either party may terminate this agreement with [Number] days' written notice. In the event of cancellation, [Company Name] shall be liable for costs already incurred.

Please confirm your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Signature]

[Your Name]

[Your Title]
[Company Name]

Accepted and Agreed:

Signature: _____

Name: [Authorized Representative Name]

Title: _____

Date: _____