Recruitment Services Agreement

This agreement is between the recruiting Agency and the Client named below. It sets out the fee the Client pays when it hires a candidate the Agency introduces.

1. Parties

Agency name

Agency contact and email

Client company

Client contact and email

2. Roles to fill

Position(s), location and type (permanent, contract or temporary)

Search type (contingent, retained or exclusive)

Start date of this agreement

3. Placement fee

Fee: % of first-year base salary, or flat amount

Retainer due on signing (or N/A)

Fee is due within (days) of the candidate's start date

Late payment interest (or none)

A fee is earned when the Client, or a company related to it, hires a candidate the Agency introduced, for any role, within 12 months of the introduction. A candidate is introduced when the Agency sends the Client their resume or name. If the Client already knew a candidate through its own efforts, it will tell the Agency within 2 business days of the introduction, and no fee is owed for that candidate. Fees are before applicable sales tax.

4. Guarantee

Guarantee period after start date

Remedy: free replacement, partial refund or credit

If a placed candidate leaves or is let go for performance or conduct during the guarantee period, the Agency will provide the remedy above, as long as the fee was paid on time. The guarantee does not apply if the role changes substantially, or if the candidate is let go because of restructuring or the Client's financial situation.

5. Candidates and confidentiality

The Agency does not charge candidates any fee for finding them work. The Client will keep candidate information confidential, use it only to consider the candidate for the roles above, and not pass it to anyone else. The Client makes its own hiring decisions and is responsible for its offer, references and background checks, and for following employment and human rights law. The Agency will keep the Client's confidential business information private.

6. General

Either party may end this agreement with 14 days' written notice. Fees for candidates introduced before then remain payable if the Client hires them within the 12-month period. Each party's liability is limited to the fees paid under this agreement. This agreement is governed by the laws of the province or state where the Agency's office is located, and electronic signatures on it are binding.

Agency

Signature	Full name	Date

Client

Signature	Full name	Date