



Help Wanted, Incorporated
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www.helpwantedinc.com

Phone: (952) 831-5767

Retainer Based Fee Schedule

Name _____
Client Company _____
Address _____
City, State, Zip _____

Dear Client,

Help Wanted, Incorporated has agreed to undertake a search assignment for
_____ (*client name*) to fill the position of
_____ (*title*).

Terms and Conditions

Our fee will be 25% of the guaranteed first year compensation for each position.

Client agrees to pay *Help Wanted, Incorporated* a non-refundable retainer in the amount of \$_____ which is equivalent to one-third (1/3) of the estimated fee for this position, based on a \$_____ salary per annum. The remaining two-thirds (2/3) balance for each position will be due upon the referred candidate's acceptance of the respective position, and the total fee will be adjusted to reflect their actual compensation.

Assignments may be canceled at any time with Client being responsible for any payments due.

All invoices are due and payable within ten (10) days of receipt.

Exclusivity

Help Wanted, Incorporated will be the sole and exclusive source of outside candidates for this position during the term of this Agreement. It is therefore understood that any placement completed during this term for this same position, regardless of source, will be credited in full to *Help Wanted, Incorporated*. All on-going recruiting efforts for this position outside of Help

Wanted, Incorporated, including media advertising, shall be discontinued. This exclusive listing will remain in effect for sixty (60) days from the date Client signs this agreement.

The consulting fee is charged if a candidate submitted for this search is hired by the employer, its divisions, subsidiaries or affiliates, within twelve (12) months of referral to the employer by *Help Wanted, Incorporated*. If any other candidate is hired as a result of this search during the sixty (60) day period, a consulting fee of 25% of guaranteed first year compensation will be charged.

Out of Pocket Expenses

Client will reimburse *Help Wanted, Incorporated* for out-of-pocket expenses that include travel, video/teleconferencing, parcel shipping, and assessments requested. All out-of-pocket expenses shall be pre-approved by Client. These expenses are to be reimbursed within ten (10) days after submission to Client.

Guarantee

Help Wanted, Incorporated provides a replacement guarantee at no additional cost if the candidate is terminated within one hundred-eighty (180) days unless the termination is from no fault of his/her own.

Acceptance of referrals from *Help Wanted, Incorporated* constitutes acceptance by the employer of the terms and conditions of the above fee schedule and agreement. Referral constitutes any written or verbal presentation of the candidate's qualifications or employment history.

Help Wanted, Incorporated will assume responsibility for implementing this search assignment. As such, we will coordinate the overall recruiting efforts, screening interviews, and reference-checking for all candidates.

We look forward to undertaking this assignment and are confident we can staff this position within the time frame required. If the terms and conditions of our fee agreement are acceptable, please sign this letter, make a copy for your files and return the original to us.

Sincerely,

Help Wanted, Incorporated

Name

Client Name

Date

Date

___ / ___ / _____

___ / ___ / _____