



## **STANDARD CONTINGENCY SEARCH FEE AGREEMENT**

As part of our service to you, we are providing this confirmation of our service fee policy. As we have stated, our service fee is on a contingency basis. It would be payable only if a candidate enters into a service relationship with you or your affiliate within one year after our most recent communication relating to the candidate.

Our service fee is equal to 20% of the candidate's first year compensation. We provide you with this guarantee: If the service relationship between you and the candidate is terminated for any reason within thirty (30) calendar days from the date employee commenced said employment, we shall present two additional qualified candidates within a successive ninety (90) day period, provided you give us written notice of the termination and reasons within five (5) days after termination and you pay our fee when due.

The total service charge is based on the estimated compensation for the position earned by the candidate in the first year of employment. For positions paying commissions, bonuses, or other monetary incentives, as well as salary, the charge is based on a reasonable estimate agreed upon by us of the first year's compensation. In arriving at this estimate the candidate's current market worth will weigh heavily as a guide. This estimate is not subject to reduction or increase after the candidate has been employed.

This guarantee is not applicable if the service relationship is terminated because the position is eliminated or because of insufficient work for the candidate. Since you will determine whether you are satisfied that the candidate has the requisite experience and qualifications for your needs, and that information provided by the candidate and other sources, directly or through us, is accurate, the guarantee is provided as your sole remedy if you are dissatisfied.

Our service fee, which will be invoiced when you and the candidate agree to enter into the service relationship, will be due in full within fifteen (15) days after the candidate accepts the position with you.



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The candidate will be referred to you in confidence, and we ask that you not refer or identify them to any other company. Should you do so, and the other company enters into a service relationship with the candidate, both companies would be responsible for the payment of the service fee.

The following definitions are applicable to this agreement:

- “Candidate” means a person referred to you by us, directly or indirectly
- “Refer” means the disclosure by us of the identity of a candidate by any means, orally or in writing
- “Service relationship” means your engagement of the service of the candidate in any capacity, including as an employee, independent contractor, consultant, or any other representative

If these terms do not reflect your understanding of our agreement, please call 941-306-5135 to discuss.

Unless we provide you with a modifying letter, we will rely on your acceptance of referrals from us as establishing that you have accepted these terms.

Lakewood Ranch Search and Recruiting, Inc. does not discriminate in the acceptance or referral of candidates on the basis of race, color, religion, sex, age, national origin, marital status, disability, or other protected characteristics.

The undersigned agrees to all provisions contained in this Agreement:

Lakewood Ranch Search and  
Recruiting, Inc.

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

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