ABC RECRUITING COMPANY

Retained Search Agreement

Thank you for asking ABC RECRUITING COMPANY ("arc" or "us") to commence a search to identify candidates for the _____ position. The following summarizes our conversations as to the basic qualifications of the individuals we seek and the terms and conditions of our search. It is our understanding that the position will require appropriate candidates to have experience in the position description as defined by _____ ("Company" or "you").

The position description for the above search assignment is consistent with the description provided to us from our discussions with Company.

Consistent with the standards of the executive search profession, our fees amount to thirty-three and one-third percent (33 1/3%) of the first year's cash compensation, and are non-contingent. For calculation purposes, cash compensation includes base salary and sign-on/incentive bonus payments. In addition to our professional fees, we are reimbursed for direct expenses related to the execution of each search engagement. These include out of pocket expenses such as, but not limited to, candidate and consultant air travel, lodging, ground transportation and research related expenses incurred on your behalf, as well as administrative expenses (primarily communications, reproduction and delivery). The fee will be paid as follows: One third of the fee to commence the search; one third of the fee will be due after qualified candidates are presented, and the balance of the fee will be due when a candidate has received and accepted an offer from your organization. Expenses will be billed when the engagement is concluded.

It is understood that any candidate presented to you from an external source for consideration for this position will be referred to ARC for screening as part of our search effort. In the event an external candidate is selected while this agreement is in effect, the fee will be due to ARC.

If this agreement is acceptable to you, please acknowledge below and return one copy to us. We are looking forward to working with you and are confident we will identify individuals of the caliber you are seeking.

Client Representative
Company Name
Street Address

Your Name
ABC RECRUITING COMPANY
Street Address

City, State Zip code Title: _____ Date:

Signature: _____ _____

City, State Zip code

Signature: _____ Title: _____l

Date: _____