

Retained Executive Search Agreement

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a retained executive-search agreement with a client, from your discrete fee-stage and guarantee terms. Use it to formalise a retained mandate. For the search process use the Executive Search Process.

Purpose of this tool & output

Draft a retained search fee contract

How the output is used

Use the draft for a retained search fee contract — retainer stages, exclusivity, fee and confidentiality — reviewed by a lawyer.

Who receives it

The agreement is between the search firm and the client; each keeps a signed copy.

Fees & charges

Usually on nominal stamp paper; the staged retainer, exclusivity and fee terms are the key content.

Who should vet it

A lawyer, to check the retainer-stages, exclusivity and refund/off-limits clauses before signing.

Important cautions

This is a draft using your inputs, not legal advice. Retained fees are billed in stages regardless of outcome, so termination and fee-treatment clauses matter, as do off-limits protections. Have a lawyer review it before signing.

Companion documents

- Temp / Contract Staffing Agreement
- Permanent Recruitment Agreement
- RPO Services Agreement
- Deployed Employee Employment Contract
- Gig / Independent Contractor Agreement
- Payroll / Compliance Services Agreement

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

