Terms of business email

Right after a first call where the client agrees to work with you, and always before you submit the first candidate. Send renewals 30 days before existing terms expire or whenever your rates change.

NEW CLIENT

Subject: Our terms of business for your review

Hi [Client First Name],

Thanks for the conversation today. As promised, our terms of business are attached for review and e-signature: [E-Signature Link].

The main points in plain English:
- **Fee:** [Fee Percentage]% of the candidate's first-year base salary, payable only if you hire someone we introduce.
- **Guarantee:** if a placed candidate leaves or is let go within [Guarantee Period] days, we'll [replace them at no cost / refund (Refund Schedule)].
- **Payment:** invoices are due within [Payment Terms] days of the start date.
- **Introductions:** a candidate we introduce is considered ours for [Ownership Period] months. If you hire them in that window, the fee applies.

Happy to walk through any clause on a call. Once it's signed, I'll start on the [Job Title] search straight away.

[Your Name]
[Title], [Agency Name]
[Phone Number]

FEE AGREEMENT WITH A LIVE ROLE

Subject: Terms for the [Job Title] search: signature needed before submittals

Hi [Client First Name],

We've started sourcing for the [Job Title] role and I expect to have strong profiles to share by [Date].

Before I send candidate details, could you sign our terms of business here: [E-Signature Link]? The fee for this role is [Fee Percentage]% of first-year base, with a [Guarantee Period]-day guarantee, as we discussed.

If your company has its own supplier agreement you'd prefer to use, send it over and I'll review it today.

[Your Name]
[Title], [Agency Name]

ANNUAL RENEWAL OR RATE CHANGE

Subject: Updated terms of business from [Effective Date]

Hi [Client First Name],

Our current terms with [Client Company] run until [Expiry Date]. Updated terms are attached for signature: [E-Signature Link].

What's changed:
- [Change 1, e.g. temp markup on light industrial roles moves from (Old)% to (New)% to reflect the state minimum wage increase]
- [Change 2, e.g. the guarantee period extends from 60 to 90 days for roles above $(Salary Threshold)]

Everything else stays the same. Roles already in progress will be completed on the current terms.

If it's easier to talk it through, I'm free [Day] or [Day].

[Your Name]
[Title], [Agency Name]

FOLLOW-UP ON UNSIGNED TERMS

Subject: Re: Our terms of business for your review

Hi [Client First Name],

Just following up on the terms I sent on [Date]. I have [Number] candidates ready for the [Job Title] role and don't want them to go elsewhere while we wait.

If any clause is holding things up, tell me which one and I'll see what I can do.

[Your Name]
[Agency Name]

SUBJECT LINE IDEAS

- Our terms of business for your review
- Terms for the [Job Title] search: signature needed before submittals
- Updated terms of business from [Effective Date]
- Fee agreement for [Client Company] and [Agency Name]
- Re: Our terms of business for your review
- Recruitment terms ready for e-signature
- Quick signature before I send candidates

SMS / WHATSAPP VERSION

Hi [Client First Name], it's [Your Name] at [Agency Name]. I've emailed our terms of business for the [Job Title] search. Once signed, I can send the first candidates today. Happy to discuss any clause: [Phone Number].

Placeholders to replace: [Client First Name], [Client Company], [Job Title], [Fee Percentage], [Guarantee Period], [Refund Schedule], [Payment Terms], [Ownership Period], [Effective Date], [Expiry Date], [E-Signature Link], [Phone Number], [Your Name], [Title], [Agency Name]