

**JTL SERVICES, Inc. N.C.**  
*Providing Staffing Solutions*

This letter will serve as the "Project Partnering Agreement" between JTL Services, Inc. and ABC Company Inc. ABC Company Inc. would like JTL Services, Inc. to FILL 1 of their positions. ABC Company Inc. will provide JTL Services, Inc. with the job description and detail for each search. ABC Company Inc. has the right to change any given position at any time for any reason. The cost of this project is \$10,000. Each candidate that JTL Services, Inc. places comes with a 90-day replacement guarantee. If after this project is completed ABC Company Inc. would like to start a new project, all outstanding installments on this current contract must be paid in full.

1) Scope of Work

- When contract is signed and first payment is received JTL Services, Inc. will focus on sourcing highly qualified candidates.
- Potential candidates will be interviewed and screened by JTL Services, Inc. against the job description supplied by ABC Company Inc. JTL Services, Inc. will then submit the candidate with a summary to ABC Company Inc. for consideration.
- JTL Services, Inc. will provide the following deliverables for this sourcing project:
  - Submit qualified candidate resumes
  - Provide candidate compensation information
  - Summary of key attributes
  - Reference checks from prior employers if applicable
- Candidates will be presented to ABC Company Inc. for steps to follow:
  - Scheduling any phone or onsite interviews
  - Assisting in the negotiations in any offers being presented

2) Compensation

- The professional fee for this assignment is \$10,000. This fee is broken down by this schedule:
  - The first payment is due at agreement signing in the amount of \$500
  - The next two payments of \$4,750 are due on the 15<sup>th</sup> of each month

3) Non-Solicitation

During the term for a period of (1) year thereafter, neither JTL Services, Inc. nor ABC Company Inc. or any of its officers, directors, employees or agents shall, either directly or indirectly, on his or its own account or for the benefit of any other person, partnership, association, corporation or other entity, or in any other capacity, in any way solicit, place, attempt to solicit to place, or hire or place for employment or engage any person who is an employee of JTL Services, Inc. or ABC Company Inc.

4) Termination

ABC Company Inc. shall have the right to terminate this agreement within the first 30 days of this contract for any reason. If the contract is cancelled, the first payment is non-refundable and any candidates submitted by JTL Services, Inc. are considered JTL candidates for a period of one year and if hired a fee of (25%) will be owed to JTL Services, Inc.

Please return this letter executed by you to signify your acceptance of the terms and thereby constituting this Agreement between us.

\_\_\_\_\_  
John Smith  
HR Business Partner  
ABC Company Inc.

\_\_\_\_\_  
Date

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Tara LeFevre  
Managing Partner  
JTL Services, Inc.

\_\_\_\_\_  
Date