



December 13, 2023

To: Norman Cannady
Madison County Tax Assessor

From: Mary Lynn McPherson, Recruiter

Re: Fee Agreement

The temp to hire bill rate is based on the candidate's hourly rate. Temps to hire are for a minimum of 400 hours (usually ten weeks). For example, based on an hourly rate of \$15.00 - \$18.00 per hour, the bill rate is \$23.70 - \$28.44 per hour. No additional fee is due if required hours are met; however, you are free to implement a buyout at anytime.

If you prefer a direct placement, the fee is 15% of the starting annual salary. There is a ninety (calendar) day guarantee on direct placements. In case of failure during the first ninety calendar days of employment, employee will be replaced within thirty days of notification of said failure. Guarantee is position specific. A fee is due if our candidate is hired or retained in any capacity by your company.

Referrals from Capitol Staffing are in effect for a period of one year from the date of initial interview or contact.

Please sign below to indicate that you accept the terms of this fee agreement and return via fax to (601) 957-3880 or email.

Signature

Date