



FUNNEL RECRUITMENT

Recruiting Pipeline Agreement

Parties and effective date

This Agreement is entered into as of [Effective Date] between [Client Legal Name], located at [Client Address] (Client), and Funnel Recruitment LLC,

Services

- Recruiting pipeline support for part-time afterschool roles (instructors, assistants, substitutes, program support).
- Sourcing and posting support, screening, interview scheduling, and follow-up.
- Weekly pipeline update (open roles, candidates, interviews, starts, and risks).
- Client remains the employer of record for all hires.

Out of scope

- Payroll, timekeeping, supervision, or management of Client staff.
- Providing legal, HR, or tax advice.
- Direct contracting with schools on Client's behalf unless added in writing.

Term and termination

- Month-to-month starting on the Effective Date.
- Either party may terminate with fourteen (14) days written notice.
- If an invoice is more than seven (7) days past due, Consultant may pause work until paid.

Fees and billing

- Fees follow the attached Order Form (tier based on Client's publicly listed school partners).
- Monthly base fee is billed in advance. Active placement fees are billed monthly in arrears based on roster confirmation.
- Payment terms: Net 7 from invoice date. - Job board boosting or advertising spend is paid by Client directly or reimbursed at cost if pre-approved in writing.

Active placement definition

- A placement is active if the candidate introduced by Consultant worked at least one paid shift during the billing month.
- Client will confirm the active roster once per month (name, role, site, and confirmation of at least one shift).

Guarantees

- No-show start: if a placed candidate fails to start, Consultant will replace the candidate or credit the first month active fee for that seat.
- Early departure replacement: if a placed candidate voluntarily leaves within thirty (30) days for non-performance reasons, Consultant will run one replacement search for that seat at no additional recruiting fee.

- Guarantees do not apply if Client changes schedule, location, or pay after candidate acceptance, or if Client delays interviews or onboarding steps.

Candidate ownership and non-circumvention

- For twelve (12) months after introduction, if Client hires a candidate introduced by Consultant, the fees in this Agreement apply unless otherwise agreed in writing.
- Client will not route introduced candidates through third parties to avoid payment obligations.

Confidentiality

Each party will keep the other party’s confidential information confidential and use it only to perform this Agreement. This does not include information that is publicly available or independently developed.

Independent contractor

Consultant is an independent contractor. Nothing in this Agreement creates an employment, partnership, joint venture, or agency relationship.

Liability and governing law

- Consultant’s total liability is capped at fees paid by Client to Consultant in the three (3) months before the event giving rise to a claim, to the extent allowed by law.
- This Agreement is governed by New York law.

Signatures	
CLIENT	FUNNEL RECRUITMENT LLC
Name: _____	Name: Maxwell Scarpino
Title: _____	Title: Founder and Lead Recruiter
Date: _____	Date: _____

Order Form (Pricing and Tier Selection)

Tier	School count	Monthly base fee	Active placement fee (monthly)	Notes
Small	1-4	\$350	\$50 per active placement	Minimum 2 active placements after month 2, or base becomes \$450.
Mid	5-15	\$750	\$65 per active placement	Minimum 6 active placements after month 2, or base becomes \$950.
Large	16+	\$1,350	\$85 per active placement	Per-instructor fees capped after 30 active placements.

Selected tier

- Small
- Mid
- Large - Client listed school count (as of Effective Date): [____]

Pilot option (optional)

- If checked, first thirty (30) days run as a pilot: base fee billed at 50 percent; active placement fees remain the same. - Pilot check box: [] Yes [] No

Primary contacts

Client billing contact	
Client hiring contact	
Consultant contact	