

Great Personnel, Every Time, On Time, No Exceptions



4 FEW THINGS YOU'LL BE HAPPY TO KNOW ABOUT METRO PERSONNEL...

1. Metro Personnel lets the client select their bill rate:

Line 1 of a Metro Personnel quote will contain the contractor pay rate range the client and Metro Personnel will have verbally negotiated for this position. Metro Personnel unequivocally pledges to pay the contract employee within the pay rate range that corresponds with the Metro Personnel hourly bill rate line.

Below line 1, a chart will be provided containing additional pay rate range lines that the client may feel are also commiserate for the contract position. A corresponding Metro Personnel bill rate will be provided for each line. The client will simply initial the contract employee pay rate range/Metro Personnel bill rate line they would like Metro Personnel to staff the position for. That will be your Metro Personnel bill rate.

Request a sample quote and see for yourself!

2. Metro Personnel lets the client see what their money is paying for:

For the excellence in service, equitable bill rates, and top-notch contract employees provided, we feel an organization will not find a better staffing provider than Metro Personnel. However, should the potential client decide to shop around and obtain a quote from other staffing vendors; Metro Personnel wants the potential client to do so WISELY. When obtaining a contract staffing quote **MAKE EVERY ATTEMPT** to find out the contract employee pay rate being paid for the bill rate quoted. This will help you determine the value of your contract staffing dollar as well as assess the skill level and abilities of the contract employee being sent to your site. YOU deserve to know this!

Metro Personnel freely displays the salary range the contract employee will be paid within. This will help the client determine which staffing provider is giving them the most for their contract staffing dollar.

3. Metro Personnel will NEVER charge the client a conversion fee:

A conversion fee is a fee that is charged by MOST staffing firms to a client when hiring one of the staffing firms' employees on a permanent basis. This fee is charged in ADDITION to any other liquidated damages fee that may be assessed if client chooses to hire staffing firms' employee prior to a specified contract-to-hire authorized date. It is calculated as a percentage (typically 10 & 20%) or ratio of the employee's annual salary. This fee is assessed at ANY point within the contract assignment the client chooses to hire the staffing firm's employee (within 10, 30, 60, 120 days, etc.). Metro Personnel will **NEVER** charge a conversion fee to clients.

4. Metro Personnel makes the following pledge to all clients:

Metro Personnel wholeheartedly pledges to provide *Great Personnel, Every Time, On Time, No Exceptions* to your organization. We take great pride in what we do and we demand excellence from each and every one of our contract employees. Your business is IMPORTANT to us and helping you meet your bottom-line staffing goals is taken VERY SERIOUSLY. That is why we promise to provide prompt, courteous, responsive and results-oriented service AT ALL TIMES.

Metro Personnel, Inc.

8745 W. 14th Ave • Suite #100 • Lakewood, CO 80215 • (303) 237-7177 • (303) 736-4180 fax
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Helping you build a strong team of professionals



Helping your company launch and complete projects

ABOUT US

Metro Personnel is your one stop solution for all your staffing needs. We offer short/long term, temp-to-perm, and direct-hire staffing services. We also provide work-flow assessments, on-site staff support and specialized project placements. A wide variety of placement services are available, ranging from basic clerical to skilled professionals (e.g. accountants, IT specialists, etc.). Our ultimate goal is to help you build and maintain a strong team of professionals.

Metro Personnel was founded on the ideal that temporary staffing can be the catalyst to forming an efficient workplace environment. In addition to providing able staff, it is our desire that our staffing relationship results in tangible progress for your organization. Through our recruiter's dedication and commitment to meeting your needs, we believe our goal is attainable every time, on time, with no exceptions.

COMPANY OVERVIEW

Metro Personnel's basic concept looks and functions like your standard temporary staffing firm. Temp-to-perm, short/long-term, and direct-hire placement services are all offered to our clients. However, one may ask, "Is Metro Personnel another fast-food style staffing service"? The answer is simple. We are willing to oblige a quick value meal if that's all a client desires. However, we prefer to take the time to prepare a 5 star-quality meal that will leave a lasting impression, and most importantly, tangible results for our clients.

Metro Personnel is a comprehensive staffing service that is centrally focused on meeting the customer's need. Specifically, a concerted effort is made to really get to know our clients and then clearly define areas where our employees can benefit them. Each recruiter takes their time to listen carefully to the client's desires and goals as well as assess the dynamics of the client's operations.

Through these efforts, our recruiters are now equipped with the necessary information to provide the client with a precise, structured plan to reach an attainable staffing goal. We recognize our success is 100% contingent on the success of our clients.

Whether our clients need to solidify high turnover departments, upgrade poor performing employees, outsource an entire department, or even initiate new project teams, Metro Personnel is always ready to provide viable staffing solutions. We firmly understand the importance of not wasting our client's time or money. For this reason, Metro Personnel has adopted the mission to deliver great personnel, every time, on time, with no exceptions.

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 MEMBER OF
American Staffing Association

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CLIENT SERVICES

Office Professionals: From entry-level to seasoned veterans Metro Personnel is equipped to provide a complete spectrum of talented office professionals. Our recruiters will spend time with you to learn your skill set requirements, expectation levels, personality requirements and whatever you deem necessary to ensure we locate candidates that are an excellent fit for your organization. Metro Personnel provides office professionals for a variety of positions such as:

- **Administrative Assistants**
- **Billing Specialists**
- **Customer Service Representatives**
- **Data Entry Clerks**
- **Executive Assistants**
- **File Clerks**
- **Office Managers**
- **Receptionists**
- **Secretaries**
- **Word Processing Specialists**

Accounting & Finance Professionals: Contract, project and managed staffing solutions are offered for a wide variety of accounting and finance areas. Metro Personnel recruiters work with hiring managers to ensure candidates meet or exceed expectations by providing customized screening. From there candidates are sent through a comprehensive interviewing process where not only are candidate's professional skills assessed, but also will the individual fit the client's corporate culture. An example of accounting and finance positions offered by Metro Personnel are:

- **Accounts Payable/ Receivable**
- **Banking**
- **Bookkeeping**
- **Finance**
- **General Accounting**



Skilled and dedicated office workers are provided for all occasions



Experienced financial professionals available throughout your fiscal year

IT Professionals: Metro Personnel recognizes that in today's world, the heart and soul of almost all business entities is a strong team of IT professionals. Whether it is to maintain network infrastructures, computer programming, manage help desks, or coordinate complex projects, a dependable IT staff is vital to the success of any organization. Metro Personnel has positioned itself to be a major supplier of accomplished, certified, and eager IT professionals. Our IT contractors are skilled in computer programming, software development, systems analysis, project management and possess a wide spectrum of certifications including but not limited to the following:

- **Cisco Certified Network Associate (CCNA)**
- **CompTia's A+ Certification**
- **CompTia's Network+ Certification**
- **Microsoft Certified System Administrator (MCSA)**

Metro Personnel is able to provide highly skilled IT professionals to manage as well staff projects of various sizes and complexities. Our IT talent pool is available to staff a wide range of IT specializations:

- **Applications**
- **Networking**
- **Operations**
- **Project Management**

Positions include:

- **Computer Operator**
- **Database Administrator**
- **Help Desk**
- **Network Engineer/Administrator**
- **Programmer Analyst**
- **Project Leader**
- **Systems Administrator**

CUSTOMER SERVICE

The success of our clients is paramount to Metro Personnel. It is for this reason such a premium is placed on customer service. Before any candidate is placed with a client they are screened thoroughly for validity of all claims made during the interviewing process. After all candidates are placed our recruiters work with clients to create a structured follow-up system to rate the candidate's performance. Our employees are generously rewarded for exceeding the client's expectation levels.

The ultimate display of customer service to our clients is to listen to them. Our recruiters intently listen to the needs and desires of our clients. These discussions help us form the analysis needed to secure the quality of candidate our client deserves. Customized training, screening, and on-site management are just a few ways we can work with you to reach your staffing.

Our #1 priority is to help our clients not only meet, but exceed their staffing goals.

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We only present qualified
and competent candidates

DIRECT-HIRE SERVICES

Metro Personnel knows the importance of our clients having a reliable staffing vendor that can provide **QUALITY** candidates in a timely fashion. This often could be the difference in the awarding of major contract opportunities. That is why Metro Personnel has worked tirelessly to become an excellent source for highly-skilled, cleared and non-cleared contractors on a temporary, contractual, and permanent basis for a vast range of professional services including, but not limited to:

- Intelligence
- Security Administration
- Human Resources
- Information Technology
- Finance and Accounting
- Administrative Services
- Management
- Engineering
- Geography
- Construction

Metro Personnel's direct-hire recruiting service yields fast yet bulls-eye results. Metro Personnel is equipped to locate qualified and competent candidates for our clients in an expeditious manner (often within hours). Providing clients with a dramatic reduction in hiring time and costs is very important to us. Metro Personnel realizes the sooner our clients can staff their projects/departments, the sooner they can move on to other project and contract opportunities. Turn-over, delays in the hiring process, and high (often slow and ineffective) advertising costs seem to plague all companies and Metro Personnel's sharp attention to detail helps eliminate these areas. We are confident in our services and we believe our approach to staffing is a perfect fit for clients that have a sincere desire for excellence and efficiency.

Ask yourself, the following questions:

- How much more business could we generate if we were able to staff projects more quickly?
- How much more pleased would OUR clients be if we could close out projects ahead of schedule and budget?
- How much could we increase profit margins if we had a stronger front-end recruiting arm that supplemented our internal efforts?
- How much more efficient could we be compared to our competitors with Metro Personnel being a part of our recruiting team?

Imagine a world where job descriptions/statements of work for multi-tiered, complex projects, are transferred to hiring managers and within hours you are presented with enough top tier candidates to sufficiently handle yours or your client's project requirements.

Imagine no more. Metro Personnel can make that world a reality.



Fast, yet bulls-eye results.

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Matching great candidates
with great employers.

METRO PERSONNEL STAFFING PRICE SHEET

Temporary and Contract-to-Hire Fees are negotiated on an individual basis to ensure best rates for clients. Please contact Metro Personnel to obtain a very cost-effective quote for Temporary and/or Contract-To-Hire assignment bill rates.

Direct-Hire **"Non-Cleared"** Candidate Flat Fee (Any Position Type): \$3,000

Direct-Hire **"Cleared"** Candidate Fee Structure (as follows):

Clearance Type	CONUS*	OCONUS**
Confidential	\$3,500	\$3,850
Secret (or equivalent)	\$4,000	\$4,400
Top Secret	\$4,500	\$4,950
TS/SCI	\$5,000	\$5,500
TS/SSBI	\$5,000	\$5,500
Other	Contact Metro Personnel	Contact Metro Personnel

*CONUS - Anywhere within the lower 48 contiguous states of the U.S.

**OCONUS - Anywhere outside of the lower 48 contiguous states of the U.S. including Hawaii and Alaska

If a Metro Personnel candidate is hired for a position by client and terminates his/her employment or is terminated from employment regardless of the circumstances by client, fees paid to Metro Personnel shall be reimbursed to client under the following schedule within thirty (30) days of notice of such termination:

Termination Period	Reimbursement Due Client
15 Days or Less	100%
Between 16 and 30 Days	75%
Between 31 and 45 Days	50%
Between 46 and 60 Days	25%

Please note: NO additional fees for Metro Personnel direct-hire services will be assessed to clients. Advertising fees, recruiting costs, candidate screening, etc. have already been factored in the rates shown above by Metro Personnel.

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