

Sample Business Proposals



Temp Agency Services Sample Proposal

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November 15

Max Steinberg
Personnel Manager
Steinberg Insurance Corporation
4125 Westview Street
Hawkeye, MN 19059

Dear Mr. Steinberg,

Financial futures for many companies are uncertain right now. Should you grow your workforce to take advantage of new opportunities? Or will those opportunities be short-lived, necessitating layoffs and costing your company in unemployment benefits for workers no longer in your employ?

Smart managers across the country have realized that increasing and reducing a permanent workforce can be very expensive. Yet sometimes every organization needs more workers to handle the load. When you encounter these times where you have more work than hands to do it, don't hire permanent employees. Hire temporary workers instead.

Wright Temporary Services has been in the business of filling the needs of employers for over eight years. We have workers of all backgrounds and experience levels, from executive secretaries and marketing experts to import-export specialists and warehouse clerks. We match your needs and will send just the right people to complete the tasks you want to accomplish. Wright temps are our employees, not yours; so you owe them no vacation or sick leave, no health insurance or paid holidays—we take care of all that. And when the job is done, you can say goodbye to a Wright temp with no obligation to pay unemployment benefits.

Hiring temporary workers can also be a substantial tax benefit for many companies. Talk over the advantages with your tax advisor and you'll see what we mean.

All figures provided in this proposal are valid for 60 days. We look forward to working with you and for you in the future!

Sincerely,

Claudia Origio
Vice President of Marketing
Wright Temporary Services
555-555-1112
clorigio@wrighttemps.com
www.wrighttemps.com



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Temporary Employment Services

Prepared for: Max Steinberg
Personnel Manager

Prepared by: Claudia Origio
VP of Marketing

Description

Wright Temporary Services has been in the business of filling the needs of employers for over eight years. We have workers of all backgrounds and experience levels, from executive secretaries and marketing experts to import-export specialists and warehouse clerks. We match your needs and will send just the right people to complete the tasks you want to accomplish. Wright temps are our employees, not yours; so you owe them no vacation or sick leave, no health insurance or paid holidays—we take care of all that. And when the job is done, you can say goodbye to a Wright temp with no obligation to pay unemployment benefits.



Price List

Wright Temporary Services offers a variety of temporary personnel at the following rates. All rates are dependent on services requested. Lower rates may be negotiated for long-term (nine months or more) contracts.

Category	Rate
Clerical Staff	\$25 - 45 per hour
Secretarial Staff	\$35 - 65 per hour
Construction Staff	\$40 - 55 per hour
Warehouse Staff	\$25 - 50 per hour
Professionals (accountants, programmers, engineers)	\$75 - \$145 per hour

Overtime rates (anything over 8 hours M-F, Saturday or Sunday or holiday hours) are 1.5 times the hourly rate.

The list above includes general personnel categories only. Please ask for specialized skills and experience: we'll be happy to give you a personalized quote that matches your company's needs.



S A M P L E

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