



# PROPOSAL KIT SAMPLE

## Temp Agency Services Sample Proposal

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Read this article for more help - [How to Write an Employment or Human Resources Business Proposal](#)

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

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 Temporary Services 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 Temporary Services 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  
612-555-1212  
[clorigio@wrighttemps.com](mailto:clorigio@wrighttemps.com)  
[www.wrighttemps.com](http://www.wrighttemps.com)



# PROPOSAL

## Temporary Employment Services

Prepared for: Max Steinberg  
Personnel Manager

Prepared by: Claudia Origio  
Vice President of Marketing





# 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.





# ADDITIONAL SERVICES

Wright Temporary Services can do more than fill your temporary staffing needs. Following is a list of additional services that we can provide to clients. We're creative and flexible; if you have need you don't see listed below, just ask! Odds are that we can help.

✔ **Event Planning and Management**

We can handle almost any event, from an outdoor wedding to a corporate annual meeting.

✔ **Delivery and Setup Services**

Need something bulky or complex transported from one location to another? We can handle that.

✔ **Payroll Services**

Many small companies use us to fulfill their payroll processing needs.

✔ **Creative Services**

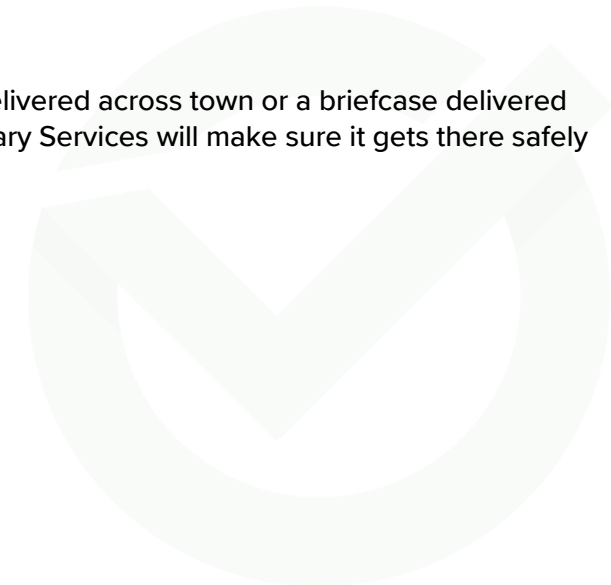
Need an actor, a musician, an artist? Yep, we can find those for you, too.

✔ **Tutors and Personal Instructors**

Whether it's for a child having difficulty in school or an adult who needs to learn a database system quickly, we can provide individualized instruction.

✔ **Courier Services**

No matter if you need a contract delivered across town or a briefcase delivered to another country, Wright Temporary Services will make sure it gets there safely and on time.



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- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
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