



COMPLETE PERSONNEL SERVICES, INC.

• PERMANENT • TEMPORARY • CONSULTING

**ON YOUR OWN**

**OUR SERVICE**

Develop Job Specs	\$ _____	\$0	(Provided at no additional charge)
Recruiting			
Newspaper Ad	\$ _____	\$0	(Costs included in service fee)
Internet Job Posting	\$ _____	\$0	(Costs included in service fee)
Other Advertising	\$ _____	\$0	(Costs included in service fee)
Direct Recruiting			
# hrs _____ x rate _____ =	\$ _____	\$0	(Provided at no additional charge)
Resume and Application Review			
# hrs _____ x rate _____ =	\$ _____	\$0	(Provided at no additional charge)
Scheduling and Interviewing			
1. # hrs _____ x rate _____ =	\$ _____	\$0	(Provided at no additional charge)
2. # hrs _____ x rate _____ =	\$ _____	\$0	(Provided at no additional charge)
Reference Checks			
# hrs _____ x rate _____ =	\$ _____	\$0	(Provided at no additional charge)
Skills Testing	\$ _____	\$0	(Provided at no additional charge)
Background Check (criminal/drug/credit)	\$ _____	\$ _____	Use of our Background Check service
<b>SUBTOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>SUBTOTAL</b>
COST TO REPEAT PROCESS (if your hire does not work out)	\$ _____	\$0	(Guaranteed replacement at no additional charge)
<b>TOTAL POTENTIAL COST OF HIRE</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>COST OF USING OUR SERVICE</b>

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www.completepersonnel.com