

Mitchell & Associates, Inc.

7843 Brandywine Blvd.

West Bloomfield; MI 48322

Phone (248) 624-3600

Fax (248) 624-3677

dplacements2@aol.com

EXECUTIVE PLACEMENT SPECIALISTS

Mitchell and Associates, Incorporated, Executive Placement Specialists, major objective is to aid the corporate client in professional recruitment. This is accomplished by recruiting qualified individuals, African Americans, Females and others at skilled Technical, Professional and Management levels.

Mitchell and Associates will accept individual or multiple recruiting assignments on a nationwide basis for entry-level and / or experienced candidates in the following areas:

Manufacturing Operations

- Manufacturing, Process, Production, and Quality. Six Sigma, Lean Mfg.
- High Tech Mfg. - Robotics, PLC, Automation
CAD/CAM, CIM, Industrial Controls
- Plant, Q.C., Skill Trades, Journeymen

Product Planning

Project Engineering

Product Engineering:

- Product Design
- Product Test
- Product Development
- Sales, Acct. Management, Engineering

Electrical Engineering

Semi Conductor

Supply Chain Management, Purchasing

Human Resources

Scientific Research

Corporate Law

Finance, Accounting -

Scientific and Electronic Data Processing

Systems Analysts

Programmers

Electronic Data Processing

Software, C, C++, Embedded

Safety, Environmental Engineering

FEES FOR OUR SERVICES ARE PAID BY THE EMPLOYER

Company Services:

- Individual or multiple recruiting assignments
- Specialization: Engineering (product, manufacture, production)
- Weekends, trips and conferences
- Training, recruiting, interviewing workshops
- Advisor: LEO, Affirmative Action and Compliance Regulations

Please send your most recent job specifications, requirements or openings to me as soon as possible.

Please feel free to contact me at (248) 624-3600

Sincerely,

Darnell Mitchell, President

Mitchell & Associates, Inc.

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West Bloomfield, MI 48323
Phone (248) 624-3600
DMPlacements2@aol.com

Thank you for accepting our assistance in filling your personnel requirements.

We at Mitchell and Associates, Incorporated, welcome the opportunity to serve your organization. To make immediate response to your needs, we are required by law to dispatch our written agreement to any employer for services to be rendered for which a charge is to be made. This letter is to fulfill our legal obligations, even though we may have previously established a client relationship with your firm.

Unless we hear to the contrary, acceptance of those referrals which you have indicated as charge-paid-by-the-company will constitute acceptance of the agreement and remain in effect until terminated or modified by either party.

Our efforts are provided on a contingency basis, billed to the client company on the starting date of the employee. The charge applies to any applicant employed by you within a year period from date of referral. Charges are due within thirty (30) days of receipt of invoice and are as follows:

Agency charge is due only AFTER acceptance of position.

Agency charge is income tax deductible.

Agreed Estimated Total First Year's Compensation:

	Charge		Charge
to \$14,000.00	20%	\$20,000.00 to \$20,999.99	20%
\$15,000.00 to \$15,999.99	20%	\$21,000.00 to \$21,999.99	20%
\$16,000.00 to \$16,999.99	20%	\$22,000.00 to \$22,999.99	20%
\$17,000.00 to \$17,999.99	20%	\$23,000.00 to \$23,999.99	20%
\$18,000.00 to \$18,999.99	20%	\$24,000.00 to \$24,999.99	20%
\$19,000.00 to \$19,999.99	20%	\$25,000.00 up	25%

On sales placements, predicted by management practice on any combination of salary, draw, bonus or commission, the Employer and Agency shall agree on a reasonable estimate of such total compensation for purpose of figuring fee.

A month is 4-1/3 weeks for the purpose of figuring charge, computed on agreed estimated total first year's compensation. Annual pay rate hourly x 2080, weekly wage x 52 and monthly wage x 12.

If for any reason an employee secured through Mitchell and Associates, Inc., leaves your firm for any reason whatsoever within the first sixty (60) calendar days of employment, the difference between the charge originally paid and a charge of 40% based on the employee's gross earnings while in your employment will be refunded.

So that we too may keep our files up to date, kindly sign the enclosed file copy of this letter giving us your authorization for payment of our charges as explained above. A self-addressed envelope is enclosed for your convenience in replying.

Again, it will be a privilege to assist you.

Cordially yours,
Darnell Mitchell, President

Mitchell and Associates, Incorporated, is licensed and operates under the laws of the State of Michigan and is regulated by the Deputy Administrator of PRIVATE EMPLOYMENT BUREAUS, Department of Licensing and Regulation, RO. Box #30018, Lansing, Michigan 48909 (517) 241-9258.