May 08, 2018

**Approving a Quotation for a Placement Process – FMP**

**In accordance with our correspondence concerning the recruitment of 5 employees, this is a more complex recruitment, both in terms of advertising channels and in terms of the demand, since it also involves relocation.**

**Following are the details of the process –**

* Assistance in drafting job descriptions and specifying the role and writing the wanted ads.
* Publicizing the positions in various channels using free tools and for-pay job placement advertising sites.
* Screening and sorting CVs.
* Initial phone interviews.
* Inviting select candidates for frontal interviews.
* Conducting frontal interviews.
* Conversations with references and writing up our opinions.
* Supporting the employer’s decision-making process.

**A conversation will be held to hone the precise job descriptions**

**Quotation –**

1. **A total of $6,250 in advance as a down-payment, which includes work hours and the costs of advertising in job placement websites.**
2. **A total of $2000 per candidate, payable separately per role for each employee, after both the employer and the employee confirm all the terms of employment.**
3. The down-payment is non-refundable.

CEO Name:

Signature and stamp:

**About B.I.A Group**

B.I.A Group specializes in providing an outsourced envelope of services for organizations in three main areas – emotional strategy, human capital development and sales.

**Emotional Strategy**

Now more than ever before, managers have to exhibit professionalism in their roles but they must also have a well-rounded-out, more colorful personality. All these are needed if they are to be capable of leading forward and for retaining the organization’s pole position in an evolving, competitive market.

**Human Capital Development**

Diagnostics and placement are carried out through high-quality, meticulous screening and evaluation processes leading to identification of the most ideally suited candidate for the role and for the organization.

**Sales**

Sales is, more than anything else, an art. An art that brings to the fore the creative capacity to generate a complete understanding on the part of the buying party and to bring that party to see the need and to want to purchase whatever is on offer. This may be a service, a product, a brilliant idea and it may even simply be who you are.