

## PRICING

<b>JOB CATEGORIES</b>		<b>MARK-UP PERCENTAGE</b>
<b>1</b>	<b>Clerical Office Support:</b>	
<b>a.</b>	<b>No requirement for computer or keyboard skills:</b>  Tasks such as answering phones; processing the flow and logging of paper work; filing; distributing mail, office supplies, and documents; basic research such as locating available information from files; telephone calls, and other basic resources; making appointments; operating office equipment, i.e., copying machines, fax machines; and helping the public over counters.	45.00%
<b>b.</b>	<b>Computer and Keyboard skills required:</b> Tasks such as data entry and retrieval; utilization of database or spreadsheet; word processing, etc.	45.00%
<b>c.</b>	<b>Advanced Office skills:</b> Tasks in addition to those listed above include minute taking, transcribing, and composition of letters.	45.00%
<b>2</b>	<b>Financial/Accounting Skills:</b>	
<b>a.</b>	<b>General Financial/Accounting:</b>  Tasks such as general bookkeeping; posting of data; verifying numbers; processing vouchers; other related technician level tasks.	45.00%
<b>b.</b>	<b>Advanced Financial/Accounting skills:</b> In addition to the skills listed above, generates and reconciles accounting reports; performs accounting functions utilizing spreadsheets; reviews fiscal transactions.	45.00%
<b>3</b>	<b>Light Industrial</b>	55.00%
<b>4</b>	<b>Heavy Industry</b>	45.00%
<b>5</b>	<b>Skilled Trades</b>	45.00%
<b>6</b>	<b>Drivers and Heavy Equipment Operators</b>	45.00%
<b>7</b>	<b>Medical Office Support</b>	45.00%
<b>ADDITIONAL SERVICES</b>		<b>MARK-UP PERCENTAGE</b>

1	Enter Service Job Category Clerical Payroll	N/A
2	Enter Service Job Category Light industrial Payroll	N/A
3	Enter Service Job Category Heavy Industrial and Skilled Trades Payroll	N/A
<b>ADDITIONAL DRUG SCREENING SERVICES</b>		<b>FEE PER TEST</b>
1	7-Panel Drug Screening	\$27.00
2	10-Panel Drug Screening	\$30.00
3	12-Panel Drug Screening	\$45.00
<b>ADDITIONAL BACKGROUND SCREENING SERVICES</b>		<b>FEE PER TEST</b>
1	County Criminal Records	N/A
2	State Criminal Records	\$15.00
3	National Criminal Records	\$30.00
4	Federal Criminal Records	N/A
5	Sex Offender Registry Search	N/A
6	Federal Bankruptcy Records	N/A
7	Civil Upper and Lower Courts	N/A
8	International	N/A
9	Retail Theft Database	N/A