



Direct Hire Fee Schedule and Agreement

Thank you for your interest in our services! We are career placement specialists who confidentially source, evaluate and match high performance administrative and/or operations and management candidates to client specific requirements. Our service fees for introducing our candidates to your organization are on a contingency basis and are payable if, and only if, you engage the services of a candidate that has been referred to you directly or indirectly through our efforts. The fee is payable if you or an affiliate engage a candidate for any position within one year of our most recent communication relative to such candidate.

Confidentiality: Personal data and resumes submitted by SPHERION regarding its placement candidates are extremely confidential and for the client's personal use only.

Fees: Our fees are paid by our client companies. These fees are based on realistic first year earnings of the placed candidate, which may include bonuses, incentives, commissions, etc. Fees are based on the following schedule:

Annual Earnings
\$ 30,000- \$60,000

Placement Fee
25 %

Replacement Guarantee: If either the candidate or the client company terminates the employment relationship for any reason during the first 90 calendar days, a no fee replacement will be made provided that the position remains unchanged in terms of job responsibilities and compensation. If the termination occurs after 90 calendar days, any replacement will require payment by client of the full placement fee for such placement, as described above. This guarantee is void if payment is not made within 30 calendar days.

Fee Reduction: A 20% reduction in the total fee will apply for Direct Hire placements that close within seven calendar days after interviewing our candidate. A 10% reduction in the total fee will apply for Direct Hire placements that close between 8 and 14 calendar days after interviewing our candidate. A "close" is defined as an offer extended and accepted by the candidate.

Payment Terms: Net 30 Calendar Days from Start Date

Please sign below to indicate your understanding and acceptance of these terms. If the terms and conditions of this agreement do not reflect your understanding, please call us immediately. Your acceptance of our candidate referrals will constitute understanding and acceptance of this agreement.

Spherion Staffing is a division of Spherion Corporation. The terms of this agreement do not apply to any other division of Spherion Corporation.

COMPANY: Dyer & Associates

SIGNATURE

SPHERION REPRESENTATIVE

10.11.03

DATE

10/22/03

DATE

Spherion Office Professionals



OBJECTIVE: To identify your staffing needs and deliver customized solutions to help manage your business.

QUALIFICATIONS AND EXPERIENCE:

- ✓ Founded in 1946
- ✓ International Company with a local commitment
- ✓ More than 1,000 offices in 13 countries
- ✓ Employ more than 550,000 full-time and flexible employees
- ✓ Innovative Solutions for your company

Spherion is among the largest providers of workforce management services in the world. A diverse mix of services, a broad geographic reach and an aggressive growth strategy make it one of the fastest growing and most experienced companies in the staffing and consulting industry.

WIDE RANGE OF SKILLS

OFFICE PROFESSIONALS: Spherion provides qualified administrative support professionals, such as executive assistants, administrative assistants, receptionists, word processing specialists, office managers, secretaries and much more. Our employees have extensive knowledge of today's most popular computer software and are evaluated to ensure their skills meet your expectations.

FOCUSED ON PERMANENT HIRING SOLUTIONS

DIRECT HIRE: Spherion recruits candidates for your full-time staff and manages the entire process from start to finish—recruiting, screening, interviewing, and testing. You select permanent hires from the most qualified candidates available. You never pay a fee until you select a candidate to become a member of your permanent staff. Each candidate is backed by a solid satisfaction guarantee.

A UNIQUE PROCESS

RECRUITING METHOD: We take pride in recruiting the top talent. We proactively recruit our candidates through cutting-edge, creative techniques, rather than advertisements and walk-in traffic. Spherion has access to the best talent in the market.

EFFICIENT TURN-AROUND: Most of our clients need their employees very quickly. Through our extensive network of contacts, we are able to provide outstanding candidates in a surprisingly small time frame.

IN-DEPTH SCREENING: All Spherion candidates are thoroughly evaluated through phone screens, in-person interviews, technical assessments, and detailed reference checks. Other screening services are available on a case-by-case basis. Candidates are not selected if they do not pass this stringent process.

STRATEGIC ALLIANCE: Spherion forms a partnership with our clients. Our trained career agents consult with you to determine the best approach for all of your human resource needs.

MULTIPLE BUSINESS UNITS: Spherion offers multiple business units to provide expertise across disciplines in both temporary and direct hire practices. Ask about our Accounting and Finance, Information Technology, Human Resources, and Legal divisions.

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www.spherion.com

Just the Facts!



FACT: Spherion is among the largest recruiting firms in the mid-Atlantic region.

Now in its third decade of service, Spherion serves businesses in Maryland, the D.C. metropolitan area, Virginia and Delaware. We are the premier firm placing administrative professionals in Maryland, and we are leaders in the accounting, banking, human resources and information technology industries as well.

FACT: Spherion has the expert's advantage.

Our specializations in the fields of office administration, accounting, finance, banking, and information technology qualify Spherion as a niche firm. This is important to the candidates with whom we work. Niche firm recruiters possess the expert technical knowledge and the industry contacts missing in large, non-specialty firms. Put simply, we know the turf better than anyone else.

FACT: Our corporate clients stand in the business community's front ranks.

We are proud of our professional association with the region's business leaders, for it reflects the quality of service we provide. From the candidate's perspective, our corporate client base represents the diversity of the industries we serve and the wide range of career opportunities we can bring to the table.

Representative Client Listing

- Pepco Services
- Pepco Energy Services
- PG&E National Energy
- Spaulding & Slye Colliers
- Fred Ezra Companies
- Allied Capital
- Century National Bank
- Verestar
- Voicestream
- Intersections, Inc.

FACT: If you're in the employment market, Spherion should be your first choice.

What you need right now are the significant resources of the leading financial recruitment firm in Maryland. A firm with seasoned recruiters who specialize in your field. A firm that corporate leaders choose first when they need results. A firm that proves the meaning of *Investment Quality Recruitment* every day.

What you need is Spherion. Please give us a call. We would welcome the opportunity to talk with you personally and explore how we can assist you in meeting your employment goals.

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|----------------|--------------|------------------|
| Baltimore | 410-752-5244 | Fax 410-752-5924 |
| Bethesda | 301-654-0082 | Fax 301-654-1455 |
| Columbia | 410-290-5755 | Fax 410-309-6029 |
| Tyson's Corner | 703-790-1100 | Fax 703-790-1123 |
| Washington | 202-737-0074 | Fax 202-296-7387 |



We specialize in the recruitment of administrative professionals, including, but not limited to the following positions:

- Receptionist
- Front Desk Administrator
- Administrative Assistant
- Marketing Assistant
- Sales Assistant
- Events Coordinator
- Project Coordinator
- Administrative Coordinator
- Legal Secretary
- Executive Assistant
- Executive Secretary
- Executive Administrator
- Office Administrator
- Office Manager
- Operations Director
- Administrative Director

For more information about our Office Professionals Consulting Division, please call Kara Hickey 301-654-0082, ext. 202.



THE SEARCH PROCESS

While we take a customized approach to our search process, the following eight steps are typical in many of our recruiting efforts.

- 1. POSITION DEFINITION/JOB DESCRIPTION**
Includes an on-site client visit and a complete candidate profile.
- 2. TELEPHONE SOURCING AND PROSPECTING**
Calls are made to selective sources and prospects to identify qualified candidates.
- 3. PROSPECT INTERVIEWING/EVALUATION/SCREENING**
In-depth interviews are conducted by Spherion to determine the strengths, appropriate skills and personal chemistry of each candidate.
- 4. CANDIDATE PRESENTATION**
Verbal presentations to the client supported by a written, confidential background summary for each finalist.
- 5. CANDIDATE INTERVIEW AND PRESENTATION**
Schedule meetings and monitor the responses of the candidate and client.
- 6. REFERENCE INVESTIGATION**
A thorough reference check is performed to ensure each candidate's suitability.
- 7. FORMAL OFFER**
Provide guidance in preparation of the final compensation package.
- 8. CONTINUED COMMUNICATIONS**
At Spherion, we recognize that the placement process is on-going and not completed when the offer and acceptance take place. We recognize that continued communication is an essential component of a long-term relationship.