

Executive summary

Business facts

In 200_, ABC operated _____ offices and assigned over _____ employees in ____ states / provinces / countries / continents. Sales in 200_ totaled \$ _____.

Business goals / mission

As an employment services organization obtaining a permanent place in the local / regional / national / international industry is our primary goal. We wish to be well-known in our market within the next ____ years. We see it as our main mission to provide high quality, higher standards, lower fees, and a better service to the targeted markets.

We intend to serve our customers, employees, shareholders and society by providing a broad range of staffing services, which meet the needs of our customers and contribute to their success. In addition we will foster an environment which stimulates professional excellence and encourages / ensures a maximum contribution by all employees.

We strive to provide our shareholders a fair return on their investment and aim to demonstrate good corporate citizenship through the ethical conduct of our business.

Business description

ABC is a full service employment agency. We are committed to providing a complete array of recruitment solutions and HR consulting services, for temporary and contract employment opportunities, permanent placement services, and _____ for our clients. We market these services to local and regional customers. We offer our clients a most thorough selection process, utilizing a variety of evaluations and methods to quantify as well as qualify the knowledge and skill level of our applicants.

Our temporary employees work in a wide variety of businesses and disciplines, including office, finance, engineering, law, science, IT, sales & marketing, call center, light industrial, homecare, healthcare and education.

ABC currently serves / plans to serve _____ clients worldwide, staffing ____ million associates every year, through its network of _____ employees and ____ branches in ____ territories.

To meet the expected demand for our _____ services, as well as new or _____ services, ABC is seeking the financing necessary to add new office space / computer and _____ equipment, and hire additional staff.