

## Long-Term Placement

Some associates are permanent employees of 1st Staffing Group USA. These very special people are paid by 1st Staffing Group when on assignment. We have individuals of this nature to relieve the burden of employers having to worry about printing payroll checks, handling W-2's at the end of the year or handling any personnel matters which may arise.

These associates are loyal employees and proud to work for 1st Staffing Group.

All time sheets are turned in weekly, processed and then a pay check is generated for the associate. Associates are responsible for their own timesheet.

Customers receive invoices weekly. Our invoice terms are net due upon receipt.

Customers never have to worry about workers' compensation or unemployment benefits for these associates.

### Internet

Visit Us Online At:

**1stsgusa.com**

## We Can Furnish You Personnel In The Following Fields \*

Apt. Make-Ready	Lawn Maintenance
Assembly	Linens
Carpenter Helpers	Machinists
Catering	Maintenance
Concrete Helpers	Moving Helpers
Const. Foreman	Oilfield Helpers
Const. Labor	Pipe Yard
Data Entry	Plumbing Helpers
Dishwashers	Powder Coating
Ditch Diggers	Production
Drivers	Receptionist
Electrical Helpers	Roofing
Filing Clerks	Seamstress
Forklift Oper.	Ship / Receiving
General Clean-Up	Skilled Carpenters
General Labor	Special Events
Grinders	Warehouse
Housekeeping	Welders
Janitorial	Woodworking

\* Not All Offices Are Equipped To Fill  
Jobs In All Categories Listed Above.

### 1st Staffing Locations:

4526 E. University Blvd. - 2-D -- Odessa, TX 79762  
PH: (432) 550-4059 FAX: (432) 552-9442

4400 N. Big Spring - A-11 -- Midland, TX 79705  
PH: (432) 550-4059 FAX: (432) 552-9442

7249 S. Western Ave. - Ste 200 - OKC, OK 73139  
PH: (405) 634-8367 FAX: (405) 631-7991

1116 Walnut Drive - Ardmore, OK 73401  
PH: (580) 226-8367 FAX: (580) 226-8372

1050 Meadows Dr - #307 - Round Rock, TX 78681  
PH: (800) 383-5603 FAX: (432) 552-9442

Sunset Mall - San Angelo, TX 76904  
PH: (325) 227-8953 FAX: (325) 227-8954

301 N. Grimes Ste A - Hobbs, NM 88240  
PH: (575) 391-0072 FAX: (575) 391-0076



**Odessa, Texas**  
**(432) 550-4059**

**Midland, Texas**  
**(432) 550-4059**

**Oklahoma City, Oklahoma**  
**(405) 634-8367**

**Ardmore, Oklahoma**  
**(580) 226-8367**

**Round Rock, Texas**  
**(800) 383-5603**

**San Angelo, Texas**  
**(325) 227-8953**

**Hobbs, New Mexico**  
**(575) 391-0072**

## Short-Term Placement

1st Staffing Group USA will assist you in finding that certain individual for just one day, one week, one month, or even one year without making that commitment of permanent placement.

We have qualified applicants willing to work without a long-term commitment. Many of our associates are willing to work at varied assignments until a permanent position comes available.

Our associates are responsible for their own time sheets. When an authorized time sheet is turned in, a pay check is generated weekly for the employee and an invoice is produced for the client.

Our invoice terms are net 10 days from the date of each invoice.

1st Staffing Group USA is responsible for unemployment and workers' compensation claims – allowing you to focus on your business.

## Employee Leasing

1st Staffing Group USA can provide you a complete employee leasing program. Ask your personal marketing representative for more information about our employee leasing program.

## Temporary to Permanent

Allow your local 1st Staffing Group USA office assist you in finding that certain individual for your facility's needs.

We have qualified associates applying daily. Our associates are looking for new opportunities which only we have available.

After our associates have worked a total of 500 straight hours at a single client, the client may transfer them to their own payroll without any charge. We do require prior notice of the client's intention to place one of our associates in a permanent position.

These associates are paid weekly. When we receive an authorized time sheet, a pay check is generated for the associate and an invoice is produced for the client.

Our invoice terms are net 10 days from the date of each invoice

## Payroll Servicing

1st Staffing Group USA can process your payroll for a short-term or long-term basis. Our staff provides all the necessary paperwork for proper payrolls.

## Permanent Placement

1st Staffing Group USA can provide you with high-end permanent placement associates.

## 1st Staffing Group USA Provides:

- ◆ Experienced Placement Staff
- ◆ Professional Evaluation Of Applicant
- ◆ Skills To Ensure Appropriate Placement For You, The Client
- ◆ Workers' Compensation Insurance
- ◆ Reference Checks
- ◆ Drug Screen / Physical When Required
- ◆ Safety Program
- ◆ Weekly Invoicing
- ◆ 24-Hour On-Call Service
- ◆ Recruitment For Specialized Job Orders
- ◆ Temp-To-Hire (90-Day Evaluation Period)
- ◆ Long Or Short-Term Staffing
- ◆ OSHA, ADA, EEOC (Employee Awareness Team)
- ◆ Prevailing Wage
- ◆ Seasonal Staffing
- ◆ Special Event Staffing
- ◆ Only 4-Hour Minimum Requirement
- ◆ We Are The Temporary Employee's Employer Of Record
- ◆ Full Payroll Servicing Available
- ◆ Employee Leasing
- ◆ Associate Benefit Program