* **Please note:** The inspiration picture that I uploaded is for inspiration only. I do not want to replicate that EXACT design. I want my own design and branding. Of course something similar but my own branding. This is inspiration for inside brochure of a tri-fold brochure design.
* **Photos Instructions:** We need two photos placed in the inside brochure panel. One must be a diverse group of professionals *and must include* an African American female. The other photo must be of an African American male. **Photo placement:** Put picture of the African American male at the bottom of the first panel inside and put the diverse group photo at the third bottom panel inside. We would like the diverse group photo to go below Our Specialties info (see 2nd page below).

**Top Border Area Instructions:**

* Insert this headline using white text on a unique modern, professional red border area: **Top-notch recruiting solutions that save you time and money**

**Bottom Border Area Instructions:**

* **We can help you find the right talent for your hiring needs.**

Call {insert phone number} to schedule a free, no-obligation consultation.

**Why Choose Us?**

* **Recruiting Experts in Administrative, HR & Accounting**
* **Highly Skilled Talent Network**
* **Comprehensive Pre-Screening**
* **Simplified Recruiting Process**
* **Reasonable Placement Fees**
* **90-Day Replacement Guarantee**

At T & T Recruiting Associates, we offer a full suite of services for your specific needs.  
We customize each search based on our client’s unique requirements. Our services include:

* **Direct Hire & Contract Staffing Options**
* **Intake & Needs Assessment**
* **Sourcing Candidates & Resume Mining**
* **Screening Candidates for Skills, Experience & Cultural Fit**
* **Coordinating Phone & Onsite Interviews**
* **Extending Job Offers & Salary Negotiation**
* **Onboarding Candidates**
* **Post-Hire Follow up**

**Our Specialties**

**Vertical display of the following specialties, NOT a horizontal one – Can you find similar icons to these and NOT the same ones on my website? I am thinking a folder should represent HR and the two people should represent administrative, and a bar graph should represent accounting. We do not want to use the following icons that are on our website because we are looking have our website design upgraded based on the brochure design.**

|  |  |  |
| --- | --- | --- |
| **Picture** | **Picture** | **Picture** |
| **Administrative**  **​Behind every successful leader is an awesome assistant.  We can provide exceptional support staff who can help you stay organized and run the office smoothly.** | |  |  | | --- | --- | | **Human Resources**  **​Human Capital matters.  We can provide a results-driven human resources professional who can help take care of your employees and managers while balancing the needs of your company.** | **Accounting**  **If you are seeking an accountant who can keep your company's  ​financial accounts on track, we can help. We have a pipeline of sharp accountants.** | | |