



White Glove Service

---

MEMORANDUM

---

**DATE:** THURSDAY, JUNE 30, 2005  
**TO:** BOOKKEEPER / OFFICE MANAGER  
**FROM:** MONA DEAN, PRESIDENT  
BURT DEAN, CFO  
**RE:** EQUAL OPPORTUNITY EMPLOYMENT

---

### **About Rebello's Towing Services, Inc.**

- This company has been in existence since 1955
- Burt and Mona Dean purchased this business in 1994 with an idea of introducing unique private property towing policies. These unique ideas have spurred an average growth of 25% per year over the last six years, and we are now the largest private property tow company in Santa Clara County, with no end in sight.
- We have eight tow trucks, 16 drivers, and perform about 1000 tows per month.
- We have about 700 contracts for private property towing, four police departments we are on rotation with, and perform service tows for garages, body shops, and new car dealers.
- Our drivers work four - twelve hour shifts, and we run hard 24/7.

We perform a service for property owners called enforcement towing; we empower them to control their parking problems, maintain their fire lanes and handicap stalls as required by law, and eliminate abandoned and stored vehicles from their property, legally. Our drivers are paid wages, so they have no vested interest in towing vehicles; they tow vehicles carefully, and professionally, for property management when vehicles are in violation of property rules.

Our plans for the future include continued growth, for a couple years, and also add a repossession department. We may also develop the interest to include a fleet of larger trucks for "heavy duty" towing for the trucking industry. Our plans change with the needs of the economy, and growth of the local parking situation. Although gas seems to be going up in price, the only change in personal transportation will be the type of energy used. California is not ready, or even close, to giving up the personal transportation vehicle, making parking a bigger problem as people move back into the cities to cut their personal cost of fuel. There is no end in sight for the growing need of private property towing.

We hope to find a mature, settled, person to take our opening position who is organized and proficient at all phases of office administration. The owners wish to spend less and less time at the work place, and depend more and more on qualified experts to run the business as it grows. This office person is a necessary, key position, which is required to make the administrative side of the business function smoothly; together with Shannon Denos, Vice President, (in full charge of field operations) and Don Stokes, General Manager (in full charge of all equipment and physical aspects of the business), you will be a part of a well balanced team of professional experts.