

TempStaff



Dear Client:

We appreciate you selecting TempStaff to assist with your staffing needs. Our goal is to lighten your load and provide prompt and superior service. We will provide your company with experienced and qualified employees who have been interviewed, have received skills evaluations, and have been drug screened in our office prior to being sent on any assignment.

Since 1981, we have enjoyed partnering with the many companies that make Mississippi a great place to work and live. Each year, we employ over 3,000 people throughout central Mississippi in both clerical and light industrial occupations. With nearly 100 years of combined staffing experience, we have the knowledge and know-how to fulfill your staffing needs.

Included with this letter is a Company Information form, a TempStaff Credit Agreement, Client Agreement and Hold Harmless. Each form is designed to help us gather information about you and to help develop a partnership between your company and TempStaff.

TempStaff is actively involved in local business and civic organizations including the Greater Jackson Chamber Partnership and the Brookhaven-Lincoln, Flowood, Jackson, Madison "The City," Pearl, Pike County, Rankin County, and Ridgeland Chambers of Commerce. We also participate in the Capital Area Human Resources Association, the Adopt-A-School Program, and Big Brothers Big Sisters of MS.

TempStaff is a certified woman-owned business by the Women's Enterprise National Council and can assist you with meeting your supplier-diversity goals. We are a member of TempNet, an international association of independently owned staffing services. Should you have a staffing need in other areas of the country, we will be glad to refer you to one of our other member staffing services.

If you have any questions or suggestions on how we can better serve you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Carolyn Boteler'.

Carolyn Boteler
President

Canton
601.859.8860

Jackson
601.353.4200

McComb
601.250.0800

www.tempstaff.net

Company Information



Name _____ Phone (____) _____

Web Address _____ Fax (____) _____

Physical Address _____ Mailing address _____

City, State Zip _____ City, State Zip _____

Year Established: _____ Business is a: Corporation • Partnership • Proprietorship • Government • Non-Profit

Employees _____ Smoking Policy: Not Allowed • In Designated Break Areas • Allowed in All Areas

Products/Services company provides: _____

Special Projects or Peak Seasons: _____

Hours of Operation/Shift Schedules: _____

Dress Code: _____

Travel Directions from interstate or major road-way: _____

Eating Facilities: _____

How did you hear about TempStaff? _____

Persons Authorized to Use Account

(1) Name _____ (2) Name _____

Title _____ Title _____

Direct Phone: (____) _____ Direct Phone: (____) _____

Direct Fax: (____) _____ Direct Fax: (____) _____

Email: _____ Email: _____

Birthday: (mm/dd) _____ Birthday: (mm/dd) _____

Billing Information

Name _____ FEIN: _____

Title _____ Worker's Comp Code _____

Phone: (____) _____ Industry Code _____

Fax: (____) _____ Address _____

Email: _____ City, State Zip _____

Birthday: (mm/dd) _____ Do you require a Purchase Order Number? _____

Credit Agreement



By signing below, you hereby apply for a Credit Account and agree to pay all authorized charges on the account in accordance with the payment terms and conditions set forth in the Credit Agreement applicable to this Credit Account. You hereby certify that the information given on this application is true and correct and hereby authorize us to obtain such credit information as we may require concerning this Credit Application. You hereby authorize the listed bank and supplier to release credit information to TempStaff.

1. Upon approval, TempStaff will provide you with a credit account that allows for repayment of services under the terms and conditions stated below. You agree to pay for all services, finance charges, and other fees and charges made on your account.
2. All invoices are **due upon receipt**. Accounts thirty (30) days past due are subject to a finance charge of 1.5% per month, which is an annual percentage rate of 18%.
3. Except where prohibited by law, you agree to pay a return check fee in the amount show below.
4. Your account will be controlled by the terms of this Credit Agreement. We may also change the terms of this Agreement from time to time in accordance with applicable law.

Monthly Periodic Rate: 1.5%

Method of Calculating Balance: Adjusted Balance

Annual Percentage Rate: 18%

Minimum Finance Charge: \$1.00

You will have a Grace Period from the date of the first billing of any services to repay your new charges before a Finance Charge on those new purchases will be imposed.

Return Check Fee: \$30.00

Grace Period for Purchases:

30 days

Authorized Signature

Title

Printed Name

Date

Credit References

Bank Reference

Name _____ Contact Person _____

Phone: (____) _____ City, State _____

Fax: (____) _____ Date Account Opened _____

Account Numbers _____

Vendor/Trade Reference

Name _____ Contact Person _____

Phone: (____) _____ City, State _____

Fax: (____) _____ Date Account Opened _____

Account Numbers _____

Client Agreement



In an attempt to keep our rates as low as possible, provide you the best service possible, and provide a safe work environment for our employees, we want to establish a mutual understanding of TempStaff's policies, philosophies, and safety and on-the-job injury procedures.

- TempStaff pays our employees on a weekly basis, and therefore, we will be invoicing you weekly. All invoices are due and payable upon receipt. *Madison County is allowed up to 45 days to make payment per state statute.*
- If you are interested in working a TempStaff employee at a future date for a temporary assignment, contact our office directly and we will handle the necessary details.
- If you desire to hire a TempStaff employee on a permanent basis within 6 months of the last day they worked for your company, you then agree to keep our employee on TempStaff's payroll for a period of 520 hours; otherwise, liquidation charges will be involved. Contact our office for more information.
- TempStaff employees are only allowed to provide services for which they have been requested and trained to do. Any variance in their job description should be reported to TempStaff prior to beginning the task.
- Client agrees to provide orientation and training to TempStaff employees in all safety, hazardous communication (MSDS information, etc.) and operational instructions in the same manner the client would provide to its employees or as required by TempStaff policies or law including safety meetings, etc.
- TempStaff employees are required to wear all appropriated safety equipment.
- Notify our office immediately if a TempStaff employee is injured on the job. We will coordinate the appropriate medical treatment according to our Risk Management Program. Unless the injury is life threatening, TempStaff will transport the injured employee to a medical facility.
- Notify us in the event any of our employees act intoxicated or in a suspicious manner. TempStaff employees have been informed of the TempStaff Substance Abuse Policy and violations of the policy will not be tolerated.
- TempStaff reserves the right to inspect the work site of our employees at any time without prior notification.

These areas of agreement are intended to insure a safe and productive partnership and to reduce your liability to a minimum. By signing below, you indicate that you understand the above policies.

Client Company Name

Representative Signature

Date

TempStaff Representative Signature

Date

Hold Harmless Agreement



Unless the client has obtained the prior written consent of TempStaff, Inc., the client is not to ask or allow a TempStaff employee to perform any of the following job related activities:

- Driving an automobile or other motor vehicle;
- Operating machinery other than office equipment; and
- Handling cash, securities, or other valuables.

If this prior written consent is not obtained, the client agrees to waive all rights to make a claim against TempStaff, and to relieve TempStaff from all liability and responsibility for any damage, loss, or expense that the client incurs as a result of the TempStaff employee engaging in such activities. The client further agrees to indemnify and hold harmless TempStaff from and against all claims, damages, bodily injuries, losses, and expenses which might be caused as a result of the TempStaff employee engaging in any of these activities.

Furthermore, the client agrees not to expose any TempStaff employees to unnecessary hazard or extra hazard, and not to violate any OSHA or safety law, rule or regulation whether federal, state or local. The client may be held liable as a result of their breach of this agreement.

Client Company Name

Representative Signature

Date

TempStaff Representative Signature

Date