

CLIENT AGREEMENT & GUARANTEE



COMPANY NAME		LEGAL CORPORATION OR PARTNERSHIP NAME		
ADDRESS		NUMBER OF YEARS IN BUSINESS		
NATURE OF BUSINESS		PHONE	FAX	
DUNS NUMBER	CIRCLE APPROPRIATE			
	CORPORATION	PARTNERSHIP	PROPRIETORSHIP	NON-PROFIT

TRADE REFERENCE	ACCOUNT NUMBER	PHONE
ADDRESS		
TRADE REFERENCE	ACCOUNT NUMBER	PHONE
ADDRESS		
BANK NAME	ACCOUNT NUMBER	PHONE
ADDRESS		
BANK NAME	ACCOUNT NUMBER	PHONE
ADDRESS		

ACCOUNT PAYABLE CONTACT	PHONE
BILLING ADDRESS	

PRINCIPAL'S NAME / TITLE	SSN	PHONE
HOME ADDRESS		
EMAIL ADDRESS		

Reliance Staffing Services (hereto referred to as "Reliance") guarantees the professional placement services of our organization to be of the highest quality. Reliance incorporated in the State of Virginia in 1982 and conducts its business practices only with the highest ethical standards and integrity. The following information is provided as a means of explanation of the services and guarantees offered by Reliance when utilizing our services. It is the intention of Reliance to assist you to the best of our abilities and that you are in no way obligated to use only Reliance by signing this agreement. Reliance Staffing Services is an Equal Opportunity Employer.

I. Guarantee of Services Provided and Explanation of Service Fees

A. Temporary Placement

Reliance offers a 4-hour guarantee on all temporary associates provided and assigned to your firm. If for any reason our associate is not working to your expectation, Reliance will not invoice you for the first four hours of service when you contact Reliance's office to advise us of the situation during the first four hours of our employee commencing his/her assignment. Reliance does have a four hour minimum daily requirement for all temporary assignments. This is provided so that our employees are given enough hours of pay to make their acceptance of each assignment exceed their expense in arriving to each location.

Client pays the hourly bill rate quoted by Reliance for the actual amount of hours worked weekly by the temporary associate(s) assigned to Client. Reliance associates hired by a Client company within 1 year from the last date of the assignment with Client will be charged a placement fee. The invoice will reflect 1% per thousand based on the gross yearly earnings. For ex., \$15,000.00 x 15% = \$2,250.00.

B. Temporary to Hire Placement – Employee Conversion or “Buyout Option”

Reliance’s guarantee on our employees being converted to a permanent member of your firm is the same 4-hour guarantee as noted above for temporary placement. If Client elects to replace a temporary during their conversion to said firm, Reliance will discuss with Client the situation and use their discretion to determine if any credit of hours will be offered.

When employee(s) of Reliance is hired by Client or any division and/or department or commercial entity of Client, DURING the first 12 weeks (totaling 480 hours) of employee’s assignment with customer, Client will pay Reliance the conversion charge that will be, upon date of notification, calculated at a rate of 1% per thousand (1/480th of the standard Reliance Direct Hire placement fee calculates at 1% per thousand for each hour remaining in the 480 hours.) To calculate, take the fee amount, divide by 480 hours, times the remaining hours and the amount will equal the pro-rated fee. Or, the employee completes 12 weeks of employment on Reliance’s payroll (12 weeks totaling 480 hours) and there is no further charge.

C. Permanent (Direct Hire) Placement

If Reliance candidate terminates his/her employment for any reason (other than lack of work, workplace shutdown or similar dissolution* of the business) within 90 days from the first date of employment, Reliance will replace the employee one time with another qualified applicant of client’s choice for the same or similar position provided the replacement process is completed within 90 days of the date of the first candidate’s termination. This guarantee is valid only if the original invoice provided by Reliance was paid in full according to the terms of the invoice. ** Please note: Client is obligated to pay placement fee for any candidate successfully placed whom the Client released due to lack of work, workplace shutdown similar dissolution*

Gross Yearly Earnings	Charge	Gross Yearly Earnings	Charge
\$1.00 to \$10,999.99	10%	\$16,000 to 16,999.00	16%
\$11,000 to 11,999.99	11%	\$17,000 to 17,999.00	17%
\$12,000 to 12,999.99	12%	\$18,000 to 18,999.99	18%
\$13,000 to 13,999.99	13%	\$19,000 to 19,999.99	19%
\$14,000 to 14,999.00	14%	\$20,000 and above	20%
\$15,000 to 15,999.00	15%	EX. \$24,300 x 20% = \$4860.00	

II. Payment Terms

All Invoices are due and payable upon receipt. If payment in full is not received within 30 days, firm/individual agrees to pay service charges at the rate of 1½% per month (18% per annum) on unpaid balance. Should the account be placed with an attorney for collection, firm/individual agrees to pay all costs of collection plus reasonable attorney’s fees. We agree if our firm should hire a Reliance Staffing employee within 12 weeks after employee hire date, without agreement from Reliance, we will pay Reliance liquidated damages. It is understood that the undersigned will not entrust Reliance Employees with unattended premises or any part thereof, handling cash, negotiable or other valuables without written permission from Reliance and then only when an employee’s duties necessitate such activity.

If any offer of employment is extended by a Client and accepted by our candidate, and the employment offer is later revoked by the Client before the candidate’s employment with Client begins, Reliance shall be due a fee of 50% of its fee for Direct Hire placement.

Your signature affirms your receipt and understanding of the aforementioned fee schedule and terms as well as signifying your acceptance that your business agrees to pay the placement fee for any qualified employee(s) hired into your firm, or any branch or subsidiary of your firm, as a result of any resumes Reliance sends and/or referrals that Reliance makes that results in a direct hire as well as all invoices for temporaries assigned. This comprises the full and complete guarantee offered by Reliance Staffing Services, unless otherwise detailed in writing; no other guarantee is implied nor stated.

Complete Client Name

Client Address

Name and Title of Authorized Company Contact (Print)

Signature of Authorized Company Representative

Date