



PRICE QUOTE AND CONFIRMATION OF BILL RATES AND SERVICES

Date: August 14, 2020

Attn: David Billingsley, Chief Procurement Officer

Company: City of Orlando

The Bill Rate for using our employees, for this agreement will be as follows:

Job Type / Workers' Comp Code (A):

Regular Billing rate (Straight Time):

Positions for Litter Pickers in Public Works, Solid Waste/Sanitation, Water Treatment Plants and other positions of high risk (will be discussed on a case by case basis) Pay Rate: \$13.00/hr. Bill Rate: \$19.50/hr. (50% markup over pay rate)

General Labor, Parking Attendants, Parks and Recreation, Fleet Facilities and Maintenance, Janitorial Custodial and Clerical Positions Pay Rate: \$13.00/hr. Bill Rate: \$17.94/hr. (38% Markup over Pay rate)

Any other positions that require different Pay Rates will be discussed and approved by Procurement prior to employees being assigned.

*These rates are based on the Prevailing/Living Wage information provided by the City of Orlando to First Step Staffing.

Our rates include: Worker's Compensation, insurance, F.I.C.A., Medicare, Unemployment Insurance, all other employer burdens; Recruiting, Administration, Payroll Funding, E-verify Eligibility, Liability Insurance and many other temporary help services.

Terms:

- There is a 4 hour minimum per worker, per day.
- Our Standard work week is based on 40 hours beginning on Monday and ending on the following Sunday. Any time over 40 hours per week for a single individual will be billed as overtime at a rate of time and a half.
- Payment is due within 30 days of receipt of invoice unless prior arrangements have been made. Unpaid balances outstanding after 30 days will be assessed interest and administration fees equal to 1.5% per month.
- All employees will remain the employees of First Step Staffing, Inc. unless prior arrangements have been made for direct hire.
- Employees may become eligible for hire after a period of (480) Hrs. A pro-rated fee based on the hourly billable rate stated above is also earned if you first learn of a candidate's availability, directly or indirectly, as a result of our efforts and that candidate is subsequently hired by your firm within the (480) Hrs.

Accepted and agreed to on this _____ day of _____, 2020

Client Signature

Title

Date

FSS Representative

Title

Date



Client Service Agreement

This agreement is made this _____ day of _____, Year _____, by and between First Step Staffing, Inc. and its subsidiaries d/b/a First Step Staffing (hereinafter referred to as "First Step Staffing") and

Name: _____ Client No: _____

Address: _____

City: _____ State: _____ Zip: _____

Type of Business: ☐ Sole Proprietorship ☐ Partnership ☐ S Corporation ☐ LLC ☐ Other: _____

(hereinafter referred to as "Client") ("Agreement").

First Step Staffing agrees to provide, and Client hereby agrees to subscribe for, the services of Associates employed by First Step Staffing (hereinafter referred to as "Associates") and other ancillary services provided by First Step Staffing, including, but not limited to personnel placement, upon the following terms and conditions. By signing below, Client acknowledges this Agreement is being presented to Client because Client has expressed a desire to use First Step Staffing in providing Client Associates to utilize as temporary labor either immediately, or sometime in the near future.

This Agreement will remain in effect for an initial period of three (3) years from the Effective Date. The Agreement may be extended by mutual written agreement of the parties for up to two (2) additional one (1) year periods (or portions thereof) up to a maximum possible term of five (5) years. Obligations for payment and indemnity will survive termination.

First Step Staffing's Responsibilities:

1. First Step Staffing will recruit, drug screen, background check and hire Associates for assignment at Client's place of business, with the Client's supervision, in accordance with the job requirements and job descriptions provided by Client for Assigned Employees. No Associate with a felony conviction will be placed at Client's place of business without Client's Chief Procurement Officer's or his designee's prior written approval.
2. First Step Staffing's screening process does not routinely include all forms of drug testing and background checking. Included in the Pay Rates is a 10 panel chain of custody drug screen and First Step Staffing's standard national background check with an additional FDLE background check added at no additional cost. At Client's written request, First Step Staffing will, for an additional fee, perform or obtain legally-permissible drug testing and background checks of prospective Associates.
3. First Step Staffing will ensure that an Employment Eligibility Verification form (I-9) is completed for each Associate assigned at Client's place of business as an Employee. First Step Staffing will retain these forms.
4. First Step Staffing will maintain all personnel files and payroll records for its Associates.
5. First Step Staffing has sole responsibility to determine and set the level of compensation and fringe benefits of its Associates. Client has no authority to alter, change, or increase the compensation and/or benefits of First Step Staffing's Associates without First Step Staffing's express agreement.
6. First Step Staffing will withhold, pay, report all taxes, and issue Associate W-2 forms at the end of each year with respect to Associates provided to Client as temporary labor ("Assigned Employees"), as required by law. First Step Staffing will provide unemployment insurance and workers' compensation benefits, and handle unemployment and workers' compensation claims involving Assigned Employees.
7. First Step Staffing will comply with federal, state and local labor and employment laws applicable to Assigned Employees, including the Immigration Reform and Control Act of 1986; the Internal Revenue Code (Code); the Employee Retirement Income Security Act (ERISA); the Health Insurance Portability and Accountability Act (HIPAA); the Family Medical Leave Act, Title VII of the Civil Right Act of 1964; the American with Disabilities Act; the Fair Labor Standards Act; the Consolidated Omnibus Budget Reconciliation Act (COBRA); the Uniformed Services Employment and Reemployment Rights Act of 1994; and as set forth in subparagraph f. below, the Patient Protection and Affordable Care Act (ACA); and

First Step Staffing will comply with all provisions of the ACA applicable to Assigned Employees, including the employer-shared responsibility provisions relating to the offer of "minimum essential coverage" to "full time" employees (as those terms are defined in Code 4980H and related regulations) and the applicable employer information reporting provision under Code 6055 and 6056 and related regulations.



Client's Responsibilities:

1. Client will initially provide First Step Staffing with a written job description specifying job duties and the scope of the temporary assignment for each Associate. Client will not require First Step Staffing Associates to perform any duties beyond those that are called for in such description. Client will promptly notify First Step Staffing in writing in the event there is any material change in the terms and conditions of an Assigned Employee's temporary assignment or job duties with Client.
2. Client must provide signed written authorization of all Associates' hours to First Step Staffing by 10:00 AM on Tuesday following the work week, or otherwise provide Associate detail reports from time and attendance systems. Client's signature authorizes First Step Staffing to pay the Associate and bill Client for all hours indicated.
3. Client agrees that it is responsible for compliance with all applicable state and federal wage and hour laws related to First Step Staffing Associates providing services as Assigned Employees at Client's designated location(s), including, but not limited to, ensuring that: (i) all required rest and meal periods are taken by First Step Staffing Associates, (ii) all record keeping requirements are complied with, (iii) alternative workweek schedules, if applicable, are in compliance with state or federal law, and (iv) First Step Staffing Associates are not permitted to work hours in excess of the hours reported to First Step Staffing for payment. To the extent Client violates this paragraph, Client will accept and assume full responsibility for any loss or liability caused or incurred.
4. Client shall comply with all applicable state and federal Occupational Safety and Health Act ("OSHA") laws and regulations.
5. Client will maintain its premises, work areas and all other areas for which it retains control and responsibility, in compliance with all applicable OSHA laws and regulations. First Step Staffing shall have the right to inspect Client's premises at any time to ensure compliance.
6. Client will notify First Step Staffing immediately in the event of a work-related injury to a First Step Staffing Associate. Client will notify the President of First Step Staffing, or its Human Resources Department, immediately in the event of a discrimination or sexual harassment complaint involving a First Step Staffing Associate.
7. Client will notify First Step Staffing promptly if Client should decide it no longer wishes to accept the services of any particular First Step Staffing Associate. First Step Staffing will be responsible for ending the assignment of the Associate.
8. Client will exclude Assigned Employees from the Client's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits.

Other Terms and Conditions:

First Step Staffing and Client agree to the following additional terms and conditions with respect to the provision of Associates by First Step Staffing to Client:

1. Client shall not allow an Assigned Employee to operate any vehicle or machinery unless such operation was either (i) disclosed in the written job description provided to First Step Staffing specifying job duties and the scope of the temporary assignment for the Associate, (ii) Client provides First Step Staffing a minimum of seven (7) days prior written notice of such intended operation if such operation was not disclosed in the written job description for such assignment, or (iii) First Step Staffing has provided written consent to such operation.
2. Subject to the limitations on Client's obligations to indemnify First Step Staffing set forth below in the Section entitled "Agreements to Indemnify", Client agrees to indemnify and hold First Step Staffing harmless, for any losses or claims that result from a First Step Staffing Associate having been assigned by Client the responsibility for handling or possession of any cash, securities or other physical valuables.
3. Client acknowledges that First Step Staffing does not maintain errors and omissions or professional liability insurance on Associates that it provides to Client. Subject to the limitations on Client's obligations to indemnify First Step Staffing set forth below in the Section entitled "Agreements to Indemnify", Client agrees that it will indemnify and hold First Step Staffing harmless, for any and all losses or claims that result from a First Step Staffing Associate having rendered a professional opinion or committed any other alleged error or omission in the course of rendering a professional opinion for Client.
4. Unless set forth in the written job description provided to First Step Staffing prior to assignment of an Assigned Employee, Client agrees not to allow First Step Staffing's Associates to work offshore, on or above water, in or under the ground, off the ground or outside of the State without First Step Staffing's express written consent.
5. First Step Staffing will not use subcontractors without the prior written consent of the City's Chief Procurement Officer or his designee.
6. Client and First Step Staffing understand and agree that First Step Staffing's service rate shall be adjusted according to federal and state overtime laws, where applicable. In the event overtime pay, time-and-a-half, double-time, including holiday pay, is paid to an Associate, First Step Staffing's service rates shall be adjusted accordingly. It is further understood and agreed that First Step Staffing reserves the right to adjust service rates to compensate for mandatory adjustments to FICA, FUTA, SUI, Workers' Compensation and any federal or state mandated programs or benefits. Except for overtime laws, First Step Staffing shall provide Client with thirty days written notice before adjusting its service rate in accordance with this paragraph.

Payment Terms and Conditions of Payment

1. Billing Terms



Client will pay First Step Staffing for its performance at the hourly rate quoted. First Step Staffing will invoice Client for services provided under this Agreement on a weekly basis. Payment is due within thirty (30) days of receipt of invoice. Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Assigned Employees. Client's signature or other agreed method of approval of the work time submitted for Assigned Employees certifies that the documented hours are correct and authorizes First Step Staffing to bill Client for those hours. If a portion of any invoice is disputed, Client will pay the undisputed portion.

2. **Past Due Accounts**
If any account becomes past due, the entire unpaid balance of the invoice becomes immediately due and payable. First Step Staffing shall have the right to litigate all debt-collection matters. In the event collection action is initiated by First Step Staffing to collect such debt, or any portion thereof, Client agrees to pay any additional sums, including but not limited to, administrative costs, collection costs, interest at the rate of 1.5% per 30 day period and 18% per annum, attorneys' fees and all other court costs.
3. **Assigned Employees** are presumed to be nonexempt from laws requiring premium pay for overtime, holiday work, or weekend work. First Step Staffing will charge Client special rates for premium work time only when an Assigned Employee's work on assignment to Client, viewed by itself, would legally require premium pay and Client has authorized, directed, or allowed the Assigned Employee to work such premium work time.
4. **Conversion to Regular Full-Time Status:** If Client uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than First Step Staffing during or within 13 weeks after any assignment of the Assigned Employee to Client from First Step Staffing, Client must notify First Step Staffing and (a) continue the Assigned Employee's assignment from First Step Staffing until 480 consecutive work hours have been reached; or (b) pay First Step Staffing a final fee calculated by the difference between pay rate and bill rate times the hours remaining to achieve a total of 480 billable hours. Additionally, if Client determines they will employ an Assigned Employee, its account must be in current standing with no past due amount to First Step Staffing, even if the 480 consecutive work hours have been reached.
5. First Step Staffing requests that Client review fees, should new or increased labor costs associated with employees arise as a result of federal or state-mandated requirements that become effective after the date of this Agreement. First Step Staffing and Client will review and use good faith efforts to agree on changes to the First Step Staffing fee to account for said federal or state government-mandated increases.

Guarantees

If First Step Staffing sends a specified number of Associates pursuant to Client's headcount request, and Client turns away some or all of the Associates without providing Associates with work, First Step Staffing will bill Client four (4) hours for each requested Associate turned away by Client.

Representations and Qualifications

1. This Agreement and any attachments constitute the entire Agreement and neither the Agreement nor any amendment shall be valid or enforceable unless in writing and signed by authorized representatives of both parties.
2. All notices or other communications required or permitted to be given under this Agreement shall be directed to First Step Staffing at its corporate offices at 236 Auburn Avenue NE, Suite 203, Atlanta, GA 30303, and to Client at its address as stated above to the attention of Client's Chief Procurement Officer, or any such other place or person as shall be specified by written notice given by either party.
3. Client acknowledges that First Step Staffing is an equal employment opportunity employer, and Client agrees that it will not harass, discriminate against or retaliate against any First Step Staffing Associates on the basis of race, religion, national origin, age, sex, disability, marital status or any other category protected by law. Client represents that it has in place policies prohibiting harassment in the workplace (including sexual harassment). Client further agrees not to engage in, nor permit any employee or agent of Client to engage in, any practice that constitutes sexual harassment or other illegal harassment of First Step Staffing's Associates.

Termination of Services

This Agreement may be terminated by either party upon 30 days written notice to the other party or immediately upon the breach of any provision.

Agreements to Indemnify

1. Subject to the limits per claim (\$200,000) and per occurrence (\$300,000) provided for tort claims under Section 768.28 of the Florida Statutes as of the effective date of this Agreement, which dollar limits are hereby made applicable to all claims for indemnification under this Agreement whether the claim arises from a tort, breach of contract, or other cause, and up to a maximum total liability for any and all claims for indemnification related to this Agreement of \$300,000 in the aggregate, Client shall indemnify, defend and hold harmless First Step Staffing from any and all losses (including court costs and attorneys' fees), and claims of any kind, which First Step Staffing may incur, or which may be claimed against First Step Staffing as a result of Client's material breach of any of its responsibilities under this Agreement; and/or any alleged violation by Client of any federal, state, or local laws, including OSHA, at a location under Client's control where First Step Staffing Associates are assigned by Client. Notwithstanding the preceding, Client shall have no obligation to indemnify First Step Staffing for any claims arising from an injury to an Assigned Employee unless the injury was the result of the gross negligence or intentional misconduct of the Client.
2. Notwithstanding any provisions to the contrary, in no event will either party be liable to the other for any special, incidental, indirect or consequential damages (including lost profits) arising out of this Agreement whether in an action for or arising out of breach of contract, tort, or any other cause of action.

Confidential Information



Both parties may receive information that the other party considers proprietary to or confidential to the other party or its affiliated companies and their clients. Such information shall be marked or otherwise designated as confidential or proprietary by the disclosing party at the time of disclosure or transmittal to the receiving party, or any obligation to maintain the confidentiality of the information by the receiving party shall be deemed waived. Both parties agree to hold such marked or designated information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to First Step Staffing as a result of Assigned Employees' access to such information. Notwithstanding any provision of this Agreement to the contrary, First Step Staffing acknowledges and agrees that Client as a Florida municipality is bound by federal and Florida law, including but not limited to laws regarding public access to records and records retention, and Client shall not be deemed in breach of this Agreement or be liable to First Step Staffing for any reason as a result of Client's compliance with applicable law.

Assignment

Client may not assign, transfer or delegate its rights or obligations under this Agreement without the prior written consent of an Officer of First Step Staffing. First Step Staffing reserves the right to assign its rights and obligations hereunder without Client's consent. All the terms and provisions of this Agreement will be binding upon and inure to the benefit of the Parties, their successors, affiliates, heirs and permitted assigns.

Waiver

Failure by either party at any time to require the performance of the other party or to claim a breach of any provision of this Agreement will not be considered a waiver of any subsequent breach or failure to perform under the terms of this Agreement.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce or interpret this Agreement shall be brought in a court of competent jurisdiction in Orange County, Florida. To the extent applicable, First Step Staffing shall comply with Florida public records laws, including Sections 119.0701(2) (b) 1 through 4 of the Florida Statutes. **If First Step Staffing has questions regarding the application of Chapter 119, Florida Statutes, to First Step Staffing's duty to provide public records relating to this Agreement, contact the custodian of the public records at c/o Deputy City Clerk, records@cityoforlando.net, telephone number (407) 246-3538, 400 S. Orange Ave., Orlando, FL 32801.**

Partial Invalidity

Should any provision of this Agreement be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and shall stand as if the unenforceable provision did not exist.

INDEPENDENT CONTRACTOR: First Step Staffing is an independent Contractor in our relationship to you, the client. Assignment Employees are employees of First Step Staffing not of Client. This Agreement is solely for the benefit of the parties to the Agreement and no causes of action shall accrue upon or by reason hereof to or for the benefit of any third parties.

EFFECTIVE DATE: The Effective Date for this Agreement shall be _____.

THIS AGREEMENT MAY NOT BE MODIFIED UNLESS BOTH FIRST STEP STAFFING AND CLIENT AGREE TO MODIFICATIONS IN WRITING.

WITNESS WHEREOF, First Step Staffing and Client have caused this Agreement to be executed on the date written above and shall be effective on the Effective Date above:

ACCEPTED: Client

By: _____

(Client authorized representative signature)

Print Name: _____

Title: _____

ACCEPTED: First Step Staffing

By: _____

(First Step Staffing authorized representative signature)

Print Name: _____

Title: _____

CREDIT APPLICATION

Legal Business Name _____ Trade Name – DBA _____



Phone # _____ Fax # _____

Billing Address _____ City, State, Zip _____

Shipping Address _____ City, State, Zip _____

Business is a: ☐ Corporation ☐ LLC ☐ Partnership ☐ Proprietorship Year Started _____ State of Org. _____

Federal I.D. # _____ Dun & Bradstreet # _____ Website Address _____

Main Business Focus: ☐ Corporate ☐ Distributor ☐ E-Commerce ☐ Government/Education

☐ Manufacturer/OEM ☐ Retail Computer Store ☐ VAR/System Consultant ☐ Wholesaler ☐ Other _____

Are you a: ☐ Subsidiary ☐ Division

Parent Company Name _____

Address _____

City _____ State _____ Zip Code _____

Do you require a purchase order # before we accept an order? ☐ Yes ☐ No

A/P Contact Name and Phone # _____

E-mail Address _____

Estimated Monthly Purchases \$ _____

Terms Requested ☐ Credit Card (Visa, Master Card, American Express only) ☐ Net Terms – Credit Line Requested \$ _____

BANK AND TRADE REFERENCES MUST BE COMPLETED TO BE CONSIDERED FOR NET TERMS

*****PLEASE INCLUDE CURRENT YEAR END FINANCIAL STATEMENTS WITH NET TERMS REQUESTS*****

Financial statements must include a balance sheet and income statement and unaudited statements must be signed and dated by an owner/officer.

Check One ☐ Principal ☐ Partner ☐ Proprietor

Name _____ Social Security # _____

Home Address _____ Driver's License # _____

City _____ State _____ Zip Code _____

Home Phone _____ E-mail Address _____

Have you ever filed for bankruptcy? ☐ Yes ☐ No If yes, please attach explanation

Information should be supplied for each Principal or Partner on separate attached sheets.

Bank References

Name _____ Contact Name _____ Phone # _____

Address _____ City, State, Zip _____ Date Opened _____

Checking # _____ Savings # _____ Loan # _____

Separate Financial Authorization to Release Confidential Information must be completed, signed and submitted in order for application to be complete.

Trade References (Major Suppliers)

1. Name _____	Contact _____	Phone # _____
Credit Terms _____	Credit Limit _____	Fax # _____
2. Name _____	Contact _____	Phone # _____
Credit Terms _____	Credit Limit _____	Fax # _____
3. Name _____	Contact _____	Phone # _____
Credit Terms _____	Credit Limit _____	Fax # _____

By submitting this application and agreement, including any financial statements and additional information, the entity identified above ("Customer") is applying to First Step Staffing, Inc. to obtain trade credit. By your signature below, you represent that Customer is a valid business entity and that you are an authorized representative of Customer with authority to enter into contractual agreements. You agree to the credit policies established from time to time by First Step Staffing, Inc. and further agree that all sales of First Step Staffing, Inc. to Customer shall be governed by First Step Staffing, Inc. terms and conditions of sale as stated on each First Step Staffing, Inc. invoice. Customer agrees to make payment in full to First Step Staffing, Inc. for all amounts due according to First Step Staffing, Inc. invoice on or before the net due date. Customer hereby appoints First Step Staffing, Inc. as its attorney-in-fact to make, execute and endorse any note, check, draft, money order, instrument, or other medium of payment and authorizes First Step Staffing, Inc. to affix Customer's name to any other document to enforce this security interest. First Step Staffing, Inc. is authorized to file and record any financing statements in its discretion. You acknowledge that if Customer should default in any payment(s), First Step Staffing, Inc. reserves the right to declare all invoice amounts due and payable without notice to Customer and shall have the right to charge a finance fee of 2% (or the highest rate allowed by law, if less) per each 30 day period, or part thereof, for any invoice that is past due. In the event First Step Staffing, Inc. should commence any action or actions, or otherwise seek to enforce this agreement against Customer, Customer agrees to pay reasonable attorney(s) fees, court and other collection expenses incurred by First Step Staffing, Inc., whether or not suit is filed. This agreement is not transferable or assignable without prior written consent of First Step Staffing, Inc. and you agree to inform First Step Staffing, Inc. in writing prior to any changes in the legal name and form of Customer. On behalf of Customer, you certify that all information provided in connection with this application is, and that all information subsequently provided to First Step Staffing, Inc. in connection with this application or the credit extended to Customer by First Step Staffing, Inc. shall be, true and correct in all material respects and you acknowledge that First Step Staffing, Inc. will be relying on such information with respect to making decisions regarding Customer's terms of credit. You hereby consent to First Step Staffing, Inc. obtaining information about you personally and Customer from credit reporting agencies and other sources First Step Staffing, Inc. deems appropriate in considering this application and subsequently for purposes of updates, renewals, or extensions of credit granted as a result of this application or in reviewing or collecting Customer's account. You acknowledge First Step Staffing, Inc. reserves the sole discretion and right to decline, change or revoke the terms of credit provided to Customer.

Authorized Individual (Print Name)	Signature	Title	Date
------------------------------------	-----------	-------	------

INDIVIDUAL PERSONAL GUARANTY

I, _____, residing at _____
(Guarantor's name) (Home address)

for good and valuable consideration, including the extension of credit to the Customer identified on this application from which I will benefit, do hereby unconditionally guarantee and promise to pay in full on demand any and all obligations of Customer to First Step Staffing, Inc. without regard for any claim of setoff, counterclaim or defense. I hereby waive notice of sales to Customer, and of the terms thereof, and of non-payment or other default or dispute with Customer. I hereby waive any right to a jury trial and consent to all renewals and modifications of terms of sale or credit. This is a continuing and irrevocable guaranty that shall remain effective and enforceable regardless of any change in the form, composition, nature, personnel or location of Customer and I hereby subordinate any indebtedness of Customer to me to that of Customer to First Step Staffing, Inc. I recognize that my individual credit history may be a necessary factor in the evaluation of this Guaranty and hereby consent to and authorize the use of a consumer credit report on me by First Step Staffing, Inc., as a business credit grantor, from time to time as needed in the ongoing credit evaluation process. In the event First Step Staffing, Inc. should commence any action or actions, or otherwise seek to enforce this Guaranty against me, I agree to pay reasonable attorney(s) fees, court costs and other expenses incurred by First Step Staffing, Inc. in said action, whether or not suit is filed. I agree that a facsimile copy of this Guaranty shall be considered an original and admissible in a court of law to the same extent as the original document. This Guaranty shall inure to the benefit of First Step Staffing, Inc. and its successors and assigns and shall bind my heirs, executors, personal representatives, administrators and other successors.

Date _____ Signature _____

SSN _____ Driver's License Number _____ (Copy Required)

Date of Birth _____



CLIENT PROFILE

PLEASE COMPLETE THE FOLLOWING FORM SO THAT WE MAY ESTABLISH YOUR ACCOUNT:

COMPANY NAME:	
FEDERAL TAX ID NUMBER:	
BILLING INFORMATION	
CITY:	
STATE:	
ZIP:	
CONTACT NAME(S):	
EMAIL:	
PHONE:	
FAX:	
ACCOUNTS PAYABLE	
CONTACT NAME:	
OFFICE PHONE:	
EMAIL:	
WORK SITE ADDRESS	
CITY:	
STATE:	
ZIP:	
CONTACT NAME(S):	
PHONE:	
FAX:	
MISC. INFORMATION	
INDUSTRY:	
#WORKERS:	
#DAYS:	
REQUIRED EQUIPMENT:	
SPECIAL INSTRUCTIONS:	
EMPLOYEE TO REPORT TO:	
PHONE NUMBER TO REPORT:	
LOCATION TO REPORT:	
COMMENTS:	