



520 W. Gunnison Avenue
Grand Junction, CO 81501
970.243.0811
Fax 970.243.7808

Staffing Services Policies and Procedures Agreement

Labor Etc., Inc. (LEI) is proud of the services it can offer. In order for LEI to provide staffing services that will help become part of your success, we ask that you, the client, agree to the following terms:

- Client agrees not to employ any LEI employee that has been referred to them by LEI prior to employee working **400 hours** through LEI, unless otherwise agreed upon. If the client refers the employee to LEI, employee is eligible at any time.
- Client agrees to use LEI provided timecard. If client/employee uses any other form of timecard, client agrees to the terms and conditions defined on the LEI timecard.
- Client agrees to have time turned into LEI by **12:00 PM** the following **Tuesday**, otherwise risking late payment to the employee.
- Client may fax or email timecards. By doing this, the client agrees that all hours and work is completed to the satisfaction of the client.
- Client agrees to the following billing rate:

_____ %

By signing below, client agrees to the above terms and conditions.

Client Approval

Title/Dept.

Date

Labor Etc., Inc.

Title/Dept.

Date



520 W. Gunnison Avenue
Grand Junction, CO 81501
970.243.2224
Fax 970.243.7808

New Account Application for Credit

Business Name _____ **Federal Tax ID#** _____

Main Contact _____ **Title** _____

Phone # _____ **Fax #** _____

Address _____

City/State/Zip Code _____

Billing Address (if different than above) _____

City/State/Zip Code _____

Bank Name _____ **Phone #** _____

Account # _____

Trade References:

- 1. _____
Business Name _____ Phone _____
- 2. _____
Business Name _____ Phone _____
- 3. _____
Business Name _____ Phone _____

Terms of Sale are: Net 15 Days from invoice. A past due invoice may cause interruption in service unless prior arrangements are made. LEI will automatically assess a **1.5% per month finance charge on all invoices not paid within 30 days**. The client agrees to pay collection costs of 40% of any unpaid balance in addition to ALL attorney fees. If client faxes any document representing a timecard for work performed by LEI employees, that document shall be used for billing purposes.

Client authorizes LEI to verify any of the information given check credit references and obtain one or more credit reports in connection with this credit application. The client gives all creditor's banking relationships permission to release to LEI any information needed to make a credit granting decision. The client gives LEI permission to report to credit reporting agencies and others the results of such investigations. The undersigned has read and understands this credit application and agrees to all terms and conditions therein. The undersigned also certifies that all information provided are true and correct to the best of their knowledge.

Client Approval **Title** **Date**