PERSONNEL PLUS Employment Agency Inc.

SERVICE AGREEMENT

TO THE EMPLOYER: Thank you for choosing Personnel Plus as your employment connection. **You are under no obligation to hire through our agency,** however, should you decide to hire a Personnel Plus referral within 6 months of reference date, the following Service Agreement will apply. Upon receipt of this signed document, our staff will proceed with filling your request. Please remember that all employment fees are 100% tax deductible; as well as, non-refundable.

SCHEDULE OF SERVICE CHARGES:

EXECUTIVE SEARCH/PERMANENT PLACEMENT: Fees are based on job description and salary using the following structure.

- Annual Gross Salaries up to $25,000 are billed at 12%
- Annual Gross Salaries from $25,000 - $40,000 are billed at 13%
- Annual Gross Salaries from $40,000 - $60,000 are billed at 14% to 16%
- For placements over $60,000 fees are negotiated at time of referral request

The fee carries a 30-day guarantee for replacement when your company initially hires on a permanent basis, provided the invoice is paid in full within 10 days of start date.

- **SERVICE INCLUDES:** Personal interview, 2 work references checked, and a basic Alaska background check.

- **OTHER SERVICES/FEES:** National Background Checks, Drug Testing and Skills Testing. Fees will be quoted at time of request

TEMPORARY TO PERMANENT PLACEMENT "Try Before You Hire"

- For the first 30 days, the conversion charge is the standard placement fee
- From 31-60 days the conversion charge will be 60% of the standard placement fee
- From 61-90 days the conversion charge will be 50% of the standard placement fee
- After 90 days your firm may convert the employee from our payroll to your payroll at no additional charge.

TEMPORARY SERVICES: *Personnel Plus* meets all responsibility for employee tax, workers compensation and insurance. We will bill you an agreed hourly rate based on each individual position. **Temporary invoices are due upon receipt, unless other arrangements have been made in advance.** Temporaries are guaranteed four (4) hours of work when they are sent out on a temporary assignment. If for any reason you are not satisfied within the four hours, there will be no charge and a replacement will be sent as soon as possible.

_____
Initial/Date

Client billing rate for Temporary Positions will be based on job category at the time the position is listed.

Employees working an 8 hour day, 40 hour work week schedule will be rewarded overtime pay after 8 hours worked in a day and 40 regular hours in a work week.
A 5% late charge will apply to all invoices not paid within 15 days of invoice date.

In the event Personnel Plus needs to employ a collection agency and /or an attorney, those charges will be the responsibility of the client.

My signature below denotes that I have read and understand all of the information. All positions that have been listed with Personnel Plus Employment Agency are NON Davis-Bacon Wages.

YOU ARE REQUIRED TO SIGN THIS SERVICE AGREEMENT IN ORDER TO ACTIVATE YOUR JOB ORDER

Company Name

Accounting Contact (Name)

Billing Address

Accounting Phone # (Direct Line)

City State Zip

Email Address

Business License # / State Active In

Phone # Fax #

Invoices are to be: ☐ Emailed ☐ Mailed ☐ Both

HIRING AUTHORITY'S NAME (PRINT)

EMAIL INVOICES TO:

HIRING AUTHORITY'S NAME (SIGN)

DATE

Employment fees are 100% tax deductible & non-refundable Personnel Plus is an Equal Opportunity Employer