



STAFFING AGREEMENT FOR TEMPORARY LABOR SERVICES

Branch:	Salesperson:
Client Name:	Date:

CLIENT CREDIT INFORMATION

CLIENT INFORMATION			BILLING INFORMATION		
Corporate Name:			Invoice to:		
Trade Name (Doing Business As):			Primary Address Line 1:		
Primary Address:			Primary Address Line 2:		
City:	State:	Zip:	City:	State:	Zip:
Contact Name:		Phone Number:	Contact Name:	Phone Number:	Fax Number:
			Are purchased orders required? Yes No		
Legal Status (i.e., Corporation, Partnership, etc):		Year incorporated/Started:	Name of predecessor/affiliated companies:		
Owner (s) names:		Tax ID/SSN:	NAICS #:		
Contractors Professional License # / Bond:		Accounts Payable Contact Name:	Accounts Payable Email:		
Accounts Payable Phone Number:		Invoicing Preference: Mailed Electronic	Email for Invoices:		
Preferred Payment Method: Check CC ACH		Customer Average Net Pay:			

BANK REFERENCES

Bank Name:	Contact:	Account Number:	Date Opened:
City:	State:	Zip:	Branch: Line of Credit? Yes No

TRADE REFERENCES

Name:			Name:		
Contact:			Contact:		
Phone Number:	Date Opened:	High Credit:	Phone Number:	Date Opened:	High Credit:

HireQuest or HireQuest Direct (“HIREQUEST”) will

1. Recruit, screen, interview, hire and assign its employees (“Assigned Employees”) to perform work under CLIENT’s supervision at the CLIENT’s locations and will, as the common law employer of Assigned Employees.
2. Pay Assigned Employees’ wages, and payroll taxes and provide them with the benefits required by law.
3. Inquire about the working conditions to which Assigned Employees will be exposed at CLIENT’s worksite.
4. Provide general safety training to Assigned Employees and confirm that CLIENT has provided site-specific safety and health training.
5. Provide safety and personal protective equipment (PPE) other than hard hats, reflective vests, safety glasses, and gloves as required by OSHA, applicable state and local laws and regulations, as well as any work rules of the CLIENT.

In addition, HIREQUEST, as the common law employer, has the right to physically inspect the worksite and work processes to assess any potential work site hazards to Assigned Employees; to conduct post-accident/incident investigations; to audit CLIENT’S safety and training records; to review and address, unilaterally or in coordination with CLIENT, Assigned Employee work performance issues; and to enforce HIREQUEST’s employment policies relating to Assigned Employee conduct at the worksite

CLIENT will:

1. Properly supervise and train, in the same manner as its employees, Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property.
2. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to work off the ground, including, but not limited to ladders, roofs, or scaffolding, operate any vehicle or mobile equipment, to operate dangerous or unprotected machinery or equipment, to perform excavation work where proper shoring and protection are not provided or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without HIREQUEST’s express prior written approval or as strictly required by the job description provided to HIREQUEST;
3. Provide Assigned Employees with a safe work site and working conditions that comply with the Occupational Safety and Health Act of 1970 and applicable state and local laws and regulations, as well as:
 - a. Provide Assigned Employees with appropriate safety and training information and PPE, including but not limited to information regarding when PPE must be used, as well as how to put on, take off, adjust, wear, and use it.
 - b. Provide site-specific safety and job training, and train, certify, evaluate, and orient all Assigned Employees in all safety and Injury Illness and Prevention Programs, hazard communication programs (Labels and Safety Data Sheet information, etc.), and operational instructions, in the same manner as Client employees, and as required by law, including, but not limited to, all federal OSHA and applicable state safety requirements, guidelines and standards.
 - c. Provide adequate notice to Assigned Employees and HIREQUEST of any unsafe conditions or potential hazards at the workplace.
 - d. Refrain from exposing Assigned Employees to any hazardous chemicals (as defined by the OSHA Hazard Communication Standard or any applicable state/local “right to know” law) under normal operating conditions or any foreseeable emergencies without proper training and required PPE
 - e. Respond within a reasonable time to HIREQUEST’s inquiries regarding working conditions at CLIENT’s worksite and make CLIENT’s worksite and records available for inspection by HIREQUEST before to and during Assigned Employees’ assignments.
 - f. Notify HIREQUEST immediately of any Assigned Employee accidents or incidents, whether resulting in injury or illness; provide HIREQUEST with information and the right to conduct a post-incident site investigation regarding, and within twenty-four (24) hours of, any such incident; and cooperate in any post-incident investigation, including making witnesses and records available.
 - g. Maintain the required safety and health programs, and any other programs applicable under the Occupational Safety and Health Act of 1970 including compliant training records which shall be subject to audit at HIREQUEST’S discretion, applicable to Assigned Employees:



CONFIRMATION OF ACCURACY OF INFORMATION, RELEASE OF AUTHORITY TO VERIFY AND ACCEPTANCE OF TERMS AND CONDITIONS

The undersigned contractual obligations to HIREQUEST and Affiliates are controlled by this agreement, the terms and conditions set forth on the standard HIREQUEST time slip, and the HIREQUEST Rate Agreement. In the event, the undersigned submits a time slip(s) or timesheet(s) in another format, electronic or otherwise, the undersigned agrees to be bound by the terms and conditions set forth on the HIREQUEST time slips of which copies are available upon request and incorporated herein by reference.

The undersigned hereby certifies that the information in this Staffing Agreement is correct. The information included is for the use of HIREQUEST in determining the amounts and conditions upon which services are to be extended. The undersigned understands that HIREQUEST may utilize other sources of information, which it considers necessary in making its determination to extend services. The undersigned authorizes the bank and trade references listed above to release any information necessary to assist HIREQUEST in making its determination, authorizes creditors to release information of our credit history, and authorizes investigation into CLIENT's credit via credit bureau reports

This agreement is reaffirmed as true and correct and the terms and conditions set forth herein are acceptable to the undersigned. This agreement, together with the Rate Agreement and HIREQUEST time slips, represents the whole agreement of the parties and no modification of variation shall be deemed valid unless a subsequent written agreement is signed by both parties. If it becomes necessary to initiate legal proceedings to collect any monies due under this agreement, the undersigned shall be held responsible for all HIREQUEST's cost of collection including reasonable legal fees and expenses in collecting the amounts due. The venue for such legal action will be Washoe or Storey County, Nevada. Furthermore, the undersigned shall be required to pay interest at a rate of 18% per annum on invoices that are not paid within 30 days from the invoice date.

Printed Name/Date

Printed Name HireQuest Representative

Client Authorized Signature

HireQuest Representative Signature

Personal Guarantee: (If in business less than 1 year)

In consideration of the substantial direct and indirect benefits derived by Guarantor from the extension of services to CLIENT under this agreement, the undersigned Guarantor hereby unconditionally and irrevocably guarantees, as primary obligor and not merely as surety, the punctual payment when due of all present and future obligations of CLIENT under this agreement including all costs and fees (including attorneys' fees) incurred by HIREQUEST in the collection of such amounts. Guarantor agrees that HIREQUEST need not attempt to collect any funds from CLIENT to enforce the obligations of this Guarantee.

Printed Name/Date

Guarantor