

# TEMPORARY EMPLOYMENT SERVICES AGREEMENT

THIS AGREEMENT is entered into as of \_\_\_\_ day of \_\_\_\_\_,  
2025, by and between:

**3 TRADE PROS**, a temporary staffing agency, located at 5342 Clark  
Road #3264 Sarasota, FL 34233 (AGENCY) and

\_\_\_\_\_, located at \_\_\_\_\_,  
(CLIENT).

## SCOPE OF SERVICES

AGENCY shall provide qualified temporary office support staff to  
CLIENT, including administrative and clerical personnel, to support  
operations in the skilled trades industries (HVAC, plumbing,  
electrical, etc.).

## COMPENSATION

CLIENT agrees to pay AGENCY \$\_\_\_\_\_ per hour for each hour worked  
by AGENCY-provided staffing.

## TIME KEEPING

CLIENT is responsible for reviewing and signing weekly time sheets  
submitted by assigned staff. Approved time sheets must be  
submitted by **Friday at 6:00 PM** to be included in the billing and  
payroll cycle.

## BILLING & PAYMENT TERMS

Billing closes each Friday by 6:00 PM

Invoices are issued the following Monday

Payment is due by Friday of the same week (net 5 days)

Late payments will be subject to a 1.5% weekly late fee or the maximum allowed by Florida law.

### **EMPLOYMENT RELATIONSHIP**

All temporary staffing provided to CLIENT are subcontractors of the AGENCY. The AGENCY is solely responsible for all compensation paid to the staff and any employment-related issues and obligations.

### **CONFIDENTIALITY**

Both parties agree to maintain the confidentiality of any proprietary or sensitive information disclosed during the course of this agreement.

### **NON-SOLICITATION**

CLIENT agrees not to hire or directly engage with any AGENCY-assigned staff for a period of three (3) months after their assignment ends without written consent and a negotiated placement fee.

### **TERM & TERMINATION**

The parties agree that each assignment shall have a specific term or end date as mutually determined in writing prior to commencement. Agreements can be renewed or terminated by either party with 24 hours written notice. Termination under this provision shall not relieve either party of its obligations accrued prior to the termination date. All payments due to services rendered shall remain payable upon termination.

## **ACKNOWLEDGMENT & SIGNATURE**

### **3 TRADE PROS**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **CLIENT**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_