



Thank you for allowing TriSource to assist with your project needs. This letter confirms your request for the assignment of the following person(s) to work at your premises at these rates:

Name	Position	Hourly Billing Rate
Northwest Focal Point Sr Center	CERTIFIED NURSE ASSISTANT LICENSED PRACTICAL NURSE	\$15.55 \$22.50

COST OF SERVICES:

The hourly rate(s) above includes the hourly salary of the employee, all employer payroll taxes including FICA, state and federal unemployment insurance, W-2 and W-4 forms, worker's compensation, and TriSource's service fee, which includes TriSource's compliance with all provisions of the Patient Protection and Affordable Care Act applicable to temporary employees assigned to you. Please note that overtime will be billed at 1.5 times the bill rate for any hours worked consistent with your state's overtime regulations, Monday through Sunday. Submitted time sheets must be approved and submitted via Bullhorn by the end of the day on Monday. You will receive an email correspondence with specific instructions on utilizing the Bullhorn tool for time capture. Your approval of these time sheets indicates your acceptance of the terms within.

Conversion – The person assigned to a project is an employee of TriSource. Should you wish to convert this person to your employee, you are able to do so with no fee after our employee works 480 hours. If you wish to hire them prior to 480 hours you agree to pay a conversion fee which is calculated based on pay rate, bill rate, and hours worked.

Many of our clients are so satisfied with our talented employees; they wish to retain them full time. If you or an affiliated company chooses to hire our employee directly or indirectly within twelve (12) months after the last day of the assignment, a fee will be due based on a percentage of the starting salary less an allowance for consulting fees paid. This fee applies whether the employee is hired on a permanent or temporary, part-time or full-time or consulting basis. Please refer to Conversion Policy above. A fee will also be due TriSource should you engage our employee through another firm/agency for any type of assignment.

PAYMENT TERMS:

TriSource shall invoice you weekly and such invoices shall be due and payable within net 30 days of such invoices.

GUARANTEES:

Project – If you are dissatisfied for any reason with the candidate assigned to you and you notify TriSource during the first day of the assignment, you will not be charged for the first eight (8) hours worked.

Conversion from Project to Direct Hire – When a candidate working on a project converts to direct hire status, no guarantee is extended, as both the client and employee have experience working together in advance of conversion.



CLIENT RESPONSIBILITY:

You acknowledge that TriSource is providing temporary employees to perform work under your supervision and direction and that you are responsible for the work and the work product of these employees and that you will provide a safe place to work that complies with all applicable laws and ordinances relating to work site health and safety and all the necessary site-specific safety training. No change to the job or duties of any TriSource employee shall be made without first giving TriSource prior written notice and TriSource responding with approval. You represent that your company is not owned and controlled by any party which is, and neither your company nor any of its subsidiaries, nor any directors, officers, or employees of it or any of its subsidiaries are, a party targeted by Sanctions (as defined by below). You represent no party which owns or controls it and none of your company or any of its subsidiaries, directors, officers or employees of it are or have ever been subject to any claim, proceeding, formal notice or investigation with respect to Sanctions. You shall take reasonable measures to ensure that your company and its subsidiaries comply with Sanctions and shall not engage in activities that would cause TriSource or its employees to violate Sanctions. You shall ensure that it shall not provide funds to TriSource that are derived from business or transactions with a party targeted by Sanctions, or from any action which is in breach of any Sanctions. Sanctions means: any trade, economic or financial sanction laws, regulations, embargoes or restrictive measures administered, enacted or enforced by any (relevant) sanctions authority.

You acknowledge that if you have previously received a candidate's name and/or resume from another source, you shall so notify TriSource in writing within 24 hours. If this notification is not received, such candidate will be considered to be represented by TriSource.

Client reserves the right to continue to advertise for any and all employment positions, including Nurse Assistant Positions. Any resumes or applications the Client receives, or employees that Client hires, will not be represented by TriSource or be considered as represented by TriSource.

Again, thank you for the confidence that you placed in TriSource. We value our relationship with you. We will work hard to be your primary source for providing the highest quality personnel for project and direct hire assignments.

Client

Company

By _____

By _____

Name / Title

Name / Title

Date

Date