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**Dear ESI Resource Management Client,**

We would like to take this opportunity to say thank you for considering **ESI Resource Management** to assist you with your staffing needs.

Please take a moment to review our cost of services schedule. This fee agreement applies only to those placements made via **ESI Resource Management**.

**Temporary Assignments for Professional Division Employees:**

All temporary assignments are open-ended and may continue until the assignment needs are complete. Should you or your company wish to utilize any of our candidates for temporary assignment, you will be charged an hourly rate based on several factors, including, the hourly wage paid to the employee, the length of the assignment, worker's compensation costs, and other factors as applicable. If you or your company should decide to hire the assigned **ESI Resource Management** employee, the following cost of services schedule will be used:

If hired during the first 3 months of an assignment-	25% of the employee's annual salary
If hired during the 4 <sup>th</sup> month of an assignment-	15% of the employee's annual salary
If hired during the 5 <sup>th</sup> month of an assignment-	10% of the employee's annual salary
If hired during the 6 <sup>th</sup> month of an assignment-	5% of the employee's annual salary
If hired after the 6 <sup>th</sup> month of an assignment-	No additional charge

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**Direct Placements for Professional Division Employees:**

**ESI Resources Management** offers multiple options to fit your needs. Please review pages two and three of this document, and elect the option that best satisfies your requirements.

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By signing below, you are acknowledging that you have read and understand the terms listed herein. Please fax a signed copy to **ESI Resource Management** at 1-877-695-1202, and retain this original for your files.

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Company Name	Representative	Date
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Sincerely,

**ESI Resource Management**

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10848 Rose Avenue, Suite 4      New Haven, IN 46774      Phone 1-877-695-1200      Fax 1-877-695-1202  
[www.esiresourcemanagement.com](http://www.esiresourcemanagement.com)

**ESI Resource Management** offers you the flexibility of choosing the level of service that best fits your staffing needs. Below are the different levels of service available. Please review each, and indicate your choice by checking the appropriate box:

- Standard Search** – A fee equivalent to 15% of the employee’s first year salary will be applied\*\*\*

**Features:**

- Accept and define a detailed job order
- Perform an extensive search of **ESI Resource Management’s** database of electrical specialists
- Provide market feedback on candidate availability, wages, and other factors impacting the search
- Refer only candidates that we have pre-screened to confirm their technical capabilities
- Coordinate and schedule interviews as required
- Assess and discuss results of interviews
- Extend offers and secure acceptance from candidates
- 30 day replacement guarantee\*

- Advanced Search** - A fee equivalent to 20% of the employee’s first year salary will be applied\*\*\*

**Features - All Standard Search features PLUS:**

- Market your opportunity nationwide via high-result internet sources
- Directly market your opportunity to candidates via online resources, candidate referrals, etc...
- Share detailed insights from interview notes for all candidates referred
- Provide employment references prior to scheduled interviews
- 60 day replacement guarantee\*

- Premium Search** - A fee equivalent to 25% of the employee’s first year salary will be applied\*\*\*

**Features – All Advanced Search features PLUS:**

- Enlist the cooperation of our network of trading partners, representing over 1,200 affiliate recruiters nationwide. This provides you access to literally hundreds of staffing industry specialists, while allowing you to maintain a single point of contact
- Recruit passive candidates via direct recruiting activities
- Provide two employment references for all referrals
- Supply detailed background and education verification prior to scheduled interviews
- Coordinate and/or provide pre-employment drug screening
- One year conditional replacement guarantee\*\*

\* Employment must be terminated for “just cause” in order for guarantees to be in effect.” Just cause” does not include; client’s breach of contract, violation of state or federal law by the client as it relates to the individual, an act of God, lack of good faith (job description changes, compensation changes, etc.) a change in direct report, layoffs, mergers or insolvency. Client agrees to provide supporting documentation of terminations to ESI Resource Management for evaluation

\*\* Should the employee leave or be terminated for any justifiable reason within 90 days of the date of employment, ESI Resource Management will replace the employee without additional cost to the client. Should the employee leave or be terminated for any justifiable reason between the start of their 4<sup>th</sup> month and the completion of one calendar year, ESI Resource Management will replace the employee for a fee equivalent to 15% of the employee’s first year salary.

\*\*\*In the event that the candidate hired was identified by more than one source, ESI Resource Management shall be due a fee if the ESI Resources Management was the PROCURING CAUSE of the hire. The definition of PROCURING CAUSE under this agreement is: the Client WOULD HAVE BEEN UNAWARE of the candidate’s availability and/or qualifications without the ESI Resource Management’s efforts.

## Contractors Agreement

Date \_\_\_\_\_

Company Name \_\_\_\_\_ Trade Name \_\_\_\_\_

Address \_\_\_\_\_ Billing Address \_\_\_\_\_

Contact \_\_\_\_\_ Accounts payable contact \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Fax \_\_\_\_\_

Fed ID# \_\_\_\_\_ Corporation \_\_\_\_\_ Limited Liability Company \_\_\_\_\_  
Partnership \_\_\_\_\_ Limited Liability Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Month and Year Company established \_\_\_\_\_

Please list below all owners, officers, principals, members, or partners with titles

Name \_\_\_\_\_ Title \_\_\_\_\_ Business/Alt. phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Business/Alt. phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Business/Alt. phone \_\_\_\_\_

Bank name \_\_\_\_\_ Account # \_\_\_\_\_ Phone \_\_\_\_\_

Please attach latest financial statement that includes all properties and major equipment owned and the latest balance sheet.

Trade/credit references (Must supply 2)

Name	Address	Phone & Fax	Account #
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I authorize ESI Resource Management to obtain a credit report from any credit-reporting agency. I understand that this information will be used for the sole purpose of obtaining credit with ESI Resource Management or the collection of any accounts maintained with ESI Resource Management. I understand ESI Resource Management's terms are payment due upon receipt of invoice and guarantee and agree that I will pay all accounts according to these terms. If I decide to use our company's own time cards, rather than the ESI Resource Management time cards to record the hours worked, I still fully understand and agree to the terms and conditions contained thereon and that have been presented to me in writing. If I have an objection to an invoice, I agree to bring it to ESI Resource Management's attention within 7 days from the invoice date. If I do not pay according to these terms, I agree that interest at the rate of 2% per month shall be charged after the first day the payment is late beginning at 31 days. Additionally, if ESI Resource Management is required to hire an attorney to collect any past due amounts, I guarantee and agree that this company will be responsible for all attorneys' fees, and collection cost incurred by ESI Resource Management. I agree that this customer agreement and all matters relating there to shall be governed by and construed and interpreted in accordance with the law of the state of Indiana. I agree to submit to the jurisdiction of the state of Indiana and agree that ESI Resource Management may enforce its rights against the company in the state of Indiana, Allen County. I swear and affirm, under the penalties of perjury, that all of the information submitted above is true and accurate. Furthermore, by the signature below, this company agrees to the payment of all indebtedness to ESI Resource Management and will agree to abide by these terms and conditions.

Company representative signature	Title	Company name	Date
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