



Acrobat Outsourcing Services Agreement

This agreement between **Acrobat Outsourcing**, with its principal office located at 665 3rd Street, Suite 415, San Francisco, CA 94107 ("STAFFING FIRM"), and The House of Lane, 5955 Alpha Road # 413 Dallas TX 75240 ("CLIENT"), is made effective as of May 14th, 2018 and will continue for a period of 1 year until May 14th, 2019. This contract will automatically renew after 1 year, if no notice given.

Bill Rates: Our bill rates include the employee's hourly wage, and all deductions required by State and Federal legislation -- including employer's contribution for FICA taxes, providing Unemployment and Worker's Compensation, liability insurance and fidelity bonding, San Francisco sick leave, health care and commuter ordinances as well as other deductions and benefits paid to our employees. Additionally, all administrative charges are covered, including preparation of W-2 forms at the end of the year.

Position	Bill Rate
Concessions	\$17.60 per hour
*Acrobat Outsourcing observes the following Holidays:	
New Year's Day	Labor Day
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	
On these dates your normal bill rate will increase 1.5X.	

Acrobat may, on occasion, increase the rates set forth in proportion to any legislatively-mandated new or increased cost which may be required by federal, state, or local law commencing upon the effective date of such new or increased cost, such as FICA State Unemployment Tax. Changes may also include any new or increased cost associated with the passage of a federal or state law mandating any benefits for employees.

Affordable Care Act: Acrobat Outsourcing offers medical benefits to all qualified temporary employees in compliance with The Affordable Care Act. You will be assessed a minimal ACA surcharge for every hour worked. This rate can vary and is currently \$.25 per hour per employee.

Four-hour Minimum: We require a four-hour minimum workday. If an employee is scheduled to work a minimum of four hours in one day and the employee is sent home in less than four hours due to a lack of work, the employee will be paid for four hours and THE CLIENT will be billed for four hours. **Show-up:** In the event you cancel the employee's assignment and the employee is already on his/her way to work, or at the location, the four hour minimum will be applied, and THE CLIENT will be billed for four hours.

Cancellation of Event: There will be a 50% cancellation fee of estimated hours for the Event if cancelled within 24 hours of the scheduled start time. The parties agree that the minimum hours for the Event are 4. For Saturday, Sunday and Monday jobs all cancellations or order changes need to be received by Friday morning at 9 a.m. PST to avoid fees.

Guarantee: Acrobat Outsourcing guarantees that the assigned employees that they recruit and assign to CLIENT will have the qualifications CLIENT requests. If CLIENT finds any assigned employee's qualifications or general work-related behavior lacking and lets Acrobat know within one (1) hour, Acrobat will not charge for the first two (2) hours of the assignment and will make reasonable efforts to replace the assigned employee immediately.

Employee Timesheets: Acrobat Outsourcing pays its employees weekly. In order to accommodate this and ensure accurate invoicing, we utilize paper time sheets, which will be provided to you by your local staffing manager. These time slips will have the names of the staff reporting to your event or business as well as a place to indicate time in, time out and break time. The time slip requires the initials of the staff as well as the signature of the client to ensure the validity of the recorded time by all parties. After the shift, please return via email or by fax to your local staffing manager, the following business day.

Employee Breaks: Breaks must be given in accordance with all applicable State and Local Laws.

Hiring an Acrobat Employee: Should THE CLIENT wish to hire an Acrobat employee as a permanent employee, conversion fees and/or hiring fees will apply. Hiring options include:

1. If THE CLIENT maintains the employee as an Acrobat employee for at least 90 days with a minimum of 520 hours worked then THE CLIENT can hire the Acrobat employee with a Conversion fee of \$0. THE CLIENT must notify Acrobat Outsourcing if they decide to hire an employee.
2. THE CLIENT may hire any Acrobat employee working less than 90 Days and 520 hours after paying a Temporary-to-Hire Conversion fee to Acrobat for each employee. The Temporary-to-Hire Conversion fee is \$2,500.
3. If the employee is a candidate for immediate hire, Acrobat will assess a Direct Hire fee.

Payment Terms: Qualified CLIENTS who provide good credit references to Acrobat Outsourcing will be granted terms. ALL invoices are **Due Net Thirty (30) Days**.

Finance Charge: CLIENT agrees to pay interest on any unpaid balances after thirty (30) days from the date of the invoice, at the compounded rate of 1.5% per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is lower, calculated from the date of the invoice.

Term of Agreement: The Agreement may be terminated by either party upon 30 days written notice to the other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the agreement upon 24 hours written notice. No provision of this Agreement may be amended or waived unless agreed to in writing signed by the parties.

Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

The House of Laxie

CLIENT

[Signature]

Signature

Kiera Laxie

Printed Name

Owner

Title

May 15 2018

Date

STAFFING FIRM: ACROBAT OUTSOURCII

Signature

[Signature]
Marc Caplan

Printed Name

VP of Sales

Title

5/15/18

Date

Agreement Provided By: Claudia Mark

CONTACTS

Primary Contact (we will email timesheets to this contact before each job)

Printed Name: KIRN LARUE Position: Owner

Phone: 2149315227 Cell: _____ Fax: _____

Address: 5955 Alpha Rd #413 City: Dallas TX Zip: 75040

Email: theHouseofLarue1@gmail.com

Invoice Contact

We email invoices to save paper, but if you prefer another method please indicate:

☒ Email is perfect ☐ Prefer fax ☐ Prefer postal mail

☒ same as above info

Printed Name: _____ Position: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Email: _____

Other Contacts

If there are others in your office who may place orders on this account please indicate:

1) Printed Name: _____ Position: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____



New Client Info Form

Date: May 15, 2018

COMPANY INFORMATION:

Company Name: The House of Land Website: _____

Type of Company:

- ☐ Conference Planner
- ☒ Event Production
- ☐ Food Production or Demo
- ☐ Education
- ☐ Event Facility
- ☒ Caterer
- ☐ Restaurant
- ☒ Corporate Cafeteria
- ☐ Organization: _____

LOCATION

Please provide venue name, address and specific meeting room or check in procedure:

American Airlines Center Dallas
The Star of Perco

Are there parking options? No

STAFFING NEEDS

Select the positions you are likely to need at some point:

☐ Concierge/Information Clerk ☐ Registration Cashiers/Customer Service ☒ Materials Production ☐
Room/Line Monitors ☐ Event Help ☐ Other Kitchen Prep

Uniform or Attire:

What dress code would best be suited to the event or assignment?

Provide

What dress code would best be suited to the event or assignment?

Black Kitchen Shoes
Black Pants
Black T-Shirt

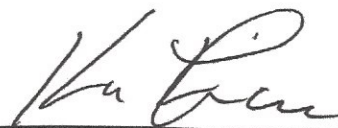
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CREDIT CARD BILLING AUTHORIZATION FORM

CREDIT CARD BILLING INFORMATION:	
Company Name/DBA:	The House of LANE
Authorized Signer:	KIRA LANE
Credit Card Type:	Visa <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover / Novus <input type="checkbox"/> Other, please specify:
Credit Card Number:	4504 6737 2080 3326
Enter CVC number:	Last 3 digits from the back of card: 710
Expiration Date:	04/21
Billing Address:	5955 Alpha Rd #413
City:	DALLAS
State/Province:	Texas
Zip/Postal Code:	75240
Country:	USA
Phone Number:	214 931 5227
Fax Number:	
PLEASE SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS:	
<p>Applicant agrees that all information provided is accurate and complete. Applicant also acknowledges that all orders may be immediately terminated at Acrobat Outsourcing's discretion if any charges are declined or charge backs are claimed against any outstanding invoiced amount. Disputes to amounts invoiced should immediately be reported to leni@acrobatoutsourcing.com.</p> <p>Changes in the status of this card can also be reported to leni@acrobatoutsourcing.com.</p>	

Authorized Signature:



Date: May 15, 2018

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CREDIT APPLICATION FOR A BUSINESS ACCOUNT

BUSINESS CONTACT INFORMATION

Title: Owner
Company name/DBA: The House of Lane
Phone: 214 9315227 Fax: E-mail: thehouseoflane1@gmail.com
Registered company address: 5955 Alpha Rd #413
City: Dallas State: TX ZIP Code: 75240
Date business commenced: Jan 2000
Sole proprietorship: Partnership: Corporation: Other:

BUSINESS AND CREDIT INFORMATION

Primary business address: 5955 Alpha Rd #413
City: Dallas State: TX ZIP Code: 75240
How long at current address? 10 years
Telephone: 214 9315227 Fax: E-mail: thehouseoflane1@gmail.com
Bank name: BVA Campus
Bank address: 1524 Abram Rd
City: Dallas Phone: 214 346 6111
State: TX ZIP Code: 75214
Type of account Savings Account number
Checking
Other

BUSINESS/TRADE REFERENCES

Company name: AZAR Foundation
Address: 11 W Markins Blvd Lx1
City: Dallas State: TX ZIP Code: 75214
Phone: 914-202-7112 Fax: E-mail: INFO@AZARFoundation.org
Type of account: Business
Company name: WE Serve
Address: 1112 Plano Rd
City: Plano State: TX ZIP Code: 75014
Phone: 214 868 8831 Fax: E-mail: WE Serve U @ Flash.net
Type of account: Business Credit

AGREEMENT

1. All invoices are to be paid 30 days from the date of the invoice.
2. Claims arising from invoices must be made within seven working days.
3. By submitting this application, you authorize Acrobat Outsourcing to make inquiries into the banking and business/trade references that you have supplied.

SIGNATURES

Title: Owner
Date: May 15 2018

Title:
Date: