



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

Credit Application for a Business Account

Business Contact Information			
Title: Dr. Patrick Faverty, Sacramento Campus Director			
Company name/DBA: University of the Pacific, Sacramento Campus			
Phone: 916-520-7472		Fax:	Email: pfaverty@pacific.edu
Registered company address: 3200 5th Ave			
City: Sacramento		State: CA	ZIP Code: 95831
Date business commenced: 1851			
Sole proprietorship:		Partnership:	Corporation: Other: University
Business and Credit Information			
Primary business address: 3200 5th Ave			
City: Sacramento		State: CA	ZIP Code: 95817
How long at current address? 55 years			
Telephone:		Fax:	E-mail:
Bank name:			
Bank address:		Phone:	
City:		State:	ZIP Code:
Type of account:	Account number		
Savings	<i>See Attached</i>		
Checking			
Other			
Business/Trade References			
Company name:			
Address: <i>See Attached</i>			
City:		State:	ZIP Code:
Phone:		Fax:	E-mail:
Type of account:			
Company name:			
Address:			
City:		State:	ZIP Code:
Phone:		Fax:	E-mail:
Type of account:			
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.			

UNIVERSITY OF THE
PACIFIC
McGeorge School of Law

3200 Fifth Ave, Sacramento CA 95817

**University of the Pacific - McGeorge School of Law is a 501(3c) non-profit
educational corporation. Federal Tax ID Number 94-1156266
Resale Number SR KH 28-027138**

Credit References:

PPI
11651 Sheldon Road
Sun Valley, CA 91352-1504
Account 9360
800-232-2080

Bon Appetit
1000 West Temple Street
Los Angeles, CA 90074-0196
Account F262630000
650-798-8000

Paul Baker Printing Inc.
220 Riverside Ave
Roseville, CA 95678
916-783-8317

West Group
P.O. Box 64833
St Paul, MN 55164-0833
Account 1000037159
800-328-2209

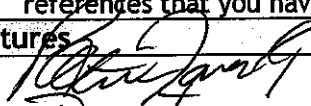
MV Sport
88 Spence St.
PO Box 9171
Bay Shore, NY 11706
613-273-8020
Account A3257

Gear For Sports
9700 Commerce Parkway
Lenexa, KS 66219
800-255-1065
Account 2846

Bank Information:

Robert Fay, CTFA
Vice President & Senior Trust Officer

Bank Of Stockton
Trust & Investment Group
P. O. Box 201014
Stockton, California 95201
Office: 209/929-1704
BobFay@bankofstockton.com

3. By submitting this application, you authorize Acrobat Outsourcing, a wholly-owned subsidiary of The Service Companies, Inc., to make inquiries into the banking and business/trade references that you have supplied.	
Signatures	
 Title: Director Date: 6/10/19	Title: Date:



THE SERVICE COMPANIES

The Service Companies Services Agreement

This agreement between Acrobat Outsourcing, a wholly-owned subsidiary of The Service Companies, Inc., with its principal office located at 303 Hegenberger Road, Suite 300, Oakland, CA 94621 ("STAFFING FIRM"), and University of the Pacific, Sacramento Campus located at 3200 Fifth Avenue, Sacramento, CA 95817 ("CLIENT"), is made effective as of June 10th, 2019 and will continue for a period of 1 year until June 9th, 2020. This contract will automatically renew after 1 year, if no notice is 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
Server	\$23.95 per hour
Bartender	\$23.95 per hour
Cook	\$24.95 per hour
Dish	\$21.95 per hour
*STAFFING FIRM observes the following Holidays:	
New Year's Day	Labor Day
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	
<i>On these dates your normal bill rate will increase 1.5X.</i>	

The STAFFING FIRM 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: The STAFFING FIRM offers medical benefits to all qualified temporary employees in compliance with The Affordable Care Act. You will be assessed a minimal % ACA surcharge on every invoice. This rate can vary and is currently 2% of the invoice amount.

Five-hour Minimum: We require a five-hour minimum workday. If an employee is scheduled to work a minimum of five hours in one day and the employee is sent home in less than five hours due to a lack of work, the employee will be paid for five hours and THE CLIENT will be billed for five 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 five hour minimum will be applied, and THE CLIENT will be billed for five hours.

Cancellation of Event: There will be a 50% cancellation fee of estimated hours for the Event if cancelled within 36 hours of the scheduled start time. The parties agree that the minimum hours for the Event are 5. 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: The STAFFING FIRM 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 STAFFING FIRM know within one (1) hour, STAFFING FIRM 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: STAFFING FIRM 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: Per California labor laws an employee: a. must receive a 10 minute break for every 4 hours that they work provided the shift is at least 5 hours;
b. must receive an uninterrupted 30 minute break after 5 hours, except when the workday will be completed in 6 hours or less and there is mutual employer/employee consent to waive the break period. If working more than 8 hours additional breaks must be provided

Hiring an Employee of STAFFING FIRM: Should THE CLIENT wish to hire a STAFFING FIRM 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 employee of the STAFFING FIRM for at least 120 days with a minimum of 695 hours worked then THE CLIENT can hire the STAFFING FIRM's employee with a Conversion fee of \$0. THE CLIENT must notify the STAFFING FIRM if they decide to hire an employee.
2. THE CLIENT may hire any STAFFING FIRM employee working less than 120 Days and 695 hours after paying a Temporary-to-Hire Conversion fee to the STAFFING FIRM for each employee. The Temporary-to-Hire Conversion fee is \$6,500.

Payment Terms: Qualified CLIENTS who provide good credit references to STAFFING FIRM will be granted terms. ALL invoices are **Due Upon Receipt**.

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.



THE SERVICE
COMPANIES

New Client Info Form

Date: 6-10-19

COMPANY INFORMATION:

Company Name: University of the Pacific Website: Pacific.edu

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:

Recreation Center

Are there parking options? N/A

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 _____

Uniform or Attire:

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

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

CONTACTS

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

Printed Name: Dr. Patrick Favery Position: Director

Phone: 916 452-7472 Cell: _____ Fax: _____

Address: 3200 5th Ave City: Sacto CA Zip: 95817

Email: pfavery@pacific.edu

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: Tia Vang Position: Admin Asst.

Phone: 916 739 7132 Cell: _____ Fax: 916 739 7069

Address: 3200 5th Ave City: Sacto CA Zip: 95817

Email: tvang@pacific.edu

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: _____

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.

University of the Pacific

CLIENT

Signature

Dr. Patrick Faverly

Printed Name

Director

Title

6-10-19

Date

STAFFING FIRM: ACROBAT OUTSOURCING

Signature

Heather Dailey

Printed Name

Director of Sales

Title

6/10/19

Date

Agreement Provided By: Heather Dailey