

Acrobat

outsourcing

CREDIT APPLICATION FOR A BUSINESS ACCOUNT

BUSINESS CONTACT INFORMATION

Title: Thomas Ingneri
Company name/DBA: The Cranbury Inn
Phone: 609-655-5595 Fax: 609-655-9576 E-mail: thecranburyinn@yahoo.com
Registered company address: 21 South Main street
City: Cranbury State: NJ ZIP Code: 08512
Date business commenced: 1992
Sole proprietorship: X Partnership: Corporation: Other:

BUSINESS AND CREDIT INFORMATION

Primary business address: 21 South Main street
City: Cranbury State: NJ ZIP Code: 08512
How long at current address? 27 yrs
Telephone: 609-655-5595 Fax: 609-655-9576 E-mail: thecranburyinn@yahoo.com
Bank name: Fulton Bank
Bank address: 304 Princeton Hightstown Rd Phone: 609-426-9600
City: East Windsor State: NJ ZIP Code: 08520
Type of account Account number
Savings
Checking 1101331642
Other 1101331651

BUSINESS/TRADE REFERENCES

Company name: Sysco Foods
Address: 600 Packer Ave
City: Phila State: Pa ZIP Code: 19148
Phone: 800-220-3663 Fax: E-mail:
Type of account:
Company name: Allied Beverage Group
Address: P.O. Box 7000
City: Elizabeth State: NJ ZIP Code: 07207
Phone: 908-929-5000 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.
3. By submitting this application, you authorize Acrobat Outsourcing to make inquiries into the banking and business/trade references that you have supplied.

SIGNATURES


Joseph Scanlon
Title: Business Manager
Date: 10-30-19

Title:
Date:



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 The Cranbury Inn 21 South Main Street, Cranbury, NJ 08512

(“CLIENT”), is made effective as of October 29th, 2019 and will continue for a period of 1 year until October 29th, 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, 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	\$25.95 per hour
Bartender	\$26.95 per hour
Prep Cook	\$25.95 per hour
Line/Grill Cook	\$27.95 per hour
Dish/Utility	\$21.95 per hour
<i>*STAFFING FIRM observes the following Holidays:</i>	
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 1% 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 SERVICE
COMPANIES

New Client Info Form

Date: 10-30-19

COMPANY INFORMATION:

Company Name: The Cranbury Inn Website: www.thecranburyinn.com

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:

The Cranbury Inn

21 South Main Street

Cranbury NJ 08512

609-655-5595

Are there parking options? Parking Lot

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 Servers, Bartenders

Uniform or Attire:

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

White Tuxedo Shirt

Black Pants

Black Shoe

Black Socks

Black Bowtie

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: Patricia Frontino Position: Manager

Phone: 609-655-5595 Cell: _____ Fax: 609-655-9576

Address: 21 South Main st City: Cranbury Zip: 08512

Email: thecranburyinn@yahoo.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: Joseph Scarnuff Position: Business Manager

Phone: 609-655-5595 Cell: 609-658-3722 Fax: 609-655-9576

Address: 21 South Main st City: Cranbury Zip: 08512

Email: thecranburyinn@yahoo.com

Other Contacts

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

1) Printed Name: Thomas Ingegneri Position: Owner

Phone: 609-655-5595 Cell: _____ Fax: 609-655-9576

Email: thecranburyinn@yahoo.com

the Cranbury Inn

CLIENT



Signature

Joseph Scamuffa

Printed Name

Business Manager

Title

10-30-19

Date

STAFFING FIRM: ACROBAT OUTSOURCING

Signature

Printed Name

Title

Date

Agreement Provided By: Claudia Mark

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.

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 90 days with a minimum of 520 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 90 Days and 520 hours after paying a Temporary-to-Hire Conversion fee to the STAFFING FIRM for each employee. The Temporary-to-Hire Conversion fee is \$ 2500.

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.

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.