



## Acrobat Outsourcing Services Agreement

This agreement between Acrobat Outsourcing, with its principal office located at 665 3<sup>rd</sup> Street, Suite 415, San Francisco, CA 94107 ("STAFFING FIRM"), and International Municipal Lawyers Association 51 Monroe Street, Suite 404, Rockville, MD. 20850. ("CLIENT") for the event on September 28<sup>th</sup>, 2016 through October 2<sup>nd</sup>, 2016 at The Hilton Bayfront @ 1 Park Blvd, San Diego, CA. 92101.

**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	50% Deposit charged day before event
Event Help	\$20.95 per hour*	(estimated 50% deposit)
<b>*Acrobat Outsourcing observes the following Holidays:</b>		
New Year's Day	Labor Day	
Easter Sunday	Thanksgiving Day	
Memorial Day	Christmas Day	
Independence Day		
<b>On these dates your normal bill rate will increase 1.5X.</b>		

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:** Beginning in January 2015, Acrobat Outsourcing will be offering 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 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 7 days of the scheduled start time. The parties agree that the minimum hours for the Event are 5.

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.

IMLA International Municipal Lawyers Assoc.

CLIENT <u>by Veronica Klettner</u>	STAFFING FIRM: <u>ACROBAT OUTSOURCING</u>
<u>Veronica Klettner</u>	<u>Ambrose</u>
Signature	Signature
<u>Veronica Klettner</u>	<u>Alicia Ambrose</u>
Printed Name	Printed Name
<u>Deputy Executive Director</u>	<u>Client Svs Mgr.</u>
Title	Title
<u>9/19/16</u>	<u>9/19/16</u>
Date	Date

Agreement Provided By: Alicia Ambrose

## New Client Info Form

Date: 9/19/16

### COMPANY INFORMATION:

Company Name: IMLA International Municipal Lawyers Assoc. Website: www.imla.org

Type of Company:

- ☐ Conference Planner
- ☐ Event Production
- ☐ Food Production or Demo
- ☒ Education
- ☐ Event Facility
- ☐ Caterer
- ☐ Restaurant
- ☐ Corporate Cafeteria
- ☒ Organization: Membership association of local govt. lawyers.

### LOCATION

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

San Diego Hilton Bayfront Hotel  
1 Park Boulevard  
San Diego, CA 92101  
Registration desk is in the Indigo Ballroom West Foyer

Are there parking options? only hotel paid parking

### 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 2 Registration for 7am-5pm } 9/28  
1 Room Monitor 8am-5pm } 9/29  
9/28-9/30  
10/1

Uniform or Attire:

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

Business Casual (no jacket or tie required)

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

**CONTACTS***on site***Primary Contact** (we will email timesheets to this contact before each job)Printed Name: Veronica Kleftner Position: Deputy DirectorPhone: \_\_\_\_\_ Cell: 202-486-9670 Fax: \_\_\_\_\_Address: c/o Hilton Bayfront City: San Diego Zip: \_\_\_\_\_Email: vkleftner@imla.org**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: 51 Monroe Street <sup>Suite 404</sup> City: Bachville, MD Zip: 20850Email: vkleftner@imla.org**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: \_\_\_\_\_

# Acrobat

outsourcing

## CREDIT CARD BILLING AUTHORIZATION FORM

CREDIT CARD BILLING INFORMATION:	
Company Name/DBA:	ImA International Municipal Lawyers Assoc.
Authorized Signer:	Veronica D. Kleffner
Credit Card Type:	Visa [ ] MasterCard [ ] Amex <input checked="" type="checkbox"/> Discover / Novus [ ] Other, please specify:
Credit Card Number:	3715 566752 81010
Enter CVC number:	Last 3 digits from the back of card: 167 (ax font 7138)
Expiration Date:	04/20
Billing Address:	PO BOX 34781
City:	Bethesda
State/Province:	md
Zip/Postal Code:	20827
Country:	USA
Phone Number:	202-486-9670
Fax Number:	202-785-0152
<b>PLEASE SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS:</b>	
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.	
Changes in the status of this card can also be reported to leni@acrobatoutsourcing.com.	

Authorized Signature:



Date:

9/19/16