



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 Added Touch Catering located at 8601 Dunwoody Place, Atlanta, GA 30350 ("CLIENT"), is made effective as of July 30, 2019 and will continue for a period of 1 year until July 30, 2020. 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, and commuter ordinances as well as other deductions and benefits paid to or on behalf of our employees such as the required San Francisco Health Care Security Ordinance (HCSO) hourly expenditure per employee. Additionally, all administrative charges are covered, including preparation of W-2 forms at the end of the year.

Position	Bill Rate								
Server	\$17.65 per hour								
Bartender	\$19.25 per hour								
Dish/Utility	\$16.00 per hour								
Prep Cook	\$17.65 per hour								
Grill/Line Cook	\$19.25 per hour								
<p>* STAFFING FIRM observes the following Holidays:</p> <table><tr><td>New Year's Day</td><td>Labor Day</td></tr><tr><td>Easter Sunday</td><td>Thanksgiving Day</td></tr><tr><td>Memorial Day</td><td>Christmas Day</td></tr><tr><td>Independence Day</td><td></td></tr></table> <p>On these dates your normal bill rate will increase 1.5X.</p>		New Year's Day	Labor Day	Easter Sunday	Thanksgiving Day	Memorial Day	Christmas Day	Independence Day	
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Memorial Day	Christmas Day								
Independence Day									

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.

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: 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: Neither the Fair Labor Standards Act (FLSA) nor Georgia law require breaks or meal periods be given to workers. However, many employers do provide breaks and meal periods. Breaks of short duration (from 5 to 20 minutes) are common. The FLSA requires workers be paid for short break periods; however an employer does not have to compensate for meal periods of thirty minutes or more, as long as the workers are free to use the meal period time as they wish and are not required to perform work during that time.

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

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.

Added Touch Catering

CLIENT

Wendy Cohen

Signature

Wendy Cohen

Printed Name

Event Manager

Title

9/25/19

Date

STAFFING FIRM: ACROBAT OUTSOURCING

Signature

Printed Name

Title

Date

Agreement Provided By: Robert Jones



THE SERVICE COMPANIES

New Client Info Form

Date: 9/25/19

COMPANY INFORMATION:

Company Name: Added Touch Catering Website: addedtouchcatering.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:

Changes per request

Are there parking options? _____

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 prep & utility chefs, servers, bartender

Uniform or Attire:

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

all black unless noted

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

Wendy Cohen

CONTACTS

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

Printed Name: Wendy Cohen Position: Event Manager ✓

Phone: 770-321-9592 Cell: 404-771-7895 Fax: _____

Address: 8601 Dunwoody Pl. #301 City: Atlanta Zip: 30350

Email: Wendy@sandrasaddetouch.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: _____

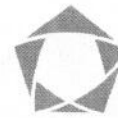
Other Contacts

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

1) Printed Name: _____ Position: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

Credit Card Billing Authorization Form

Pay by check upon receipt of invoice

Credit Card Billing Information

Company name / DBA:	
Authorized Signer:	
Credit Card Type:	Visa [] MasterCard [] Amex [] Discover/Novus [] Other, please specify:
Credit card number:	
Enter CVC Number	Last 3 digits from back of card:
Expiration Date:	
Billing Address:	
City:	
State/Province:	
Zip/Postal Code:	
Country:	
Phone Number:	
Fax Number:	

Please select one of the payment options

Applicant agrees that all information provided is accurate and complete. Applicant also acknowledges that all orders may be immediately terminated at the discretion of Acrobat Outsourcing, a wholly-owned subsidiary of The Service Companies, Inc., if any changes are declined or charge backs are claimed against any outstanding invoiced balance. Disputes to amounts invoiced should immediately be reported to AR@acrobatoutsourcing.com

Changes in the status of this card can also be reported to AR@acrobatoutsourcing.com.

Authorized Signature: _____

Date: _____