

Acrobat

outsourcing

Acrobat Outsourcing Services A

This agreement between Acrobat Outsourcing, with its principal office located at 665 3rd 415, San Francisco, CA 94107 ("STAFFING FIRM"), and DO & CO Los Angeles, Inc., 40 Beach Ave, Suite 101, Redondo Beach, CA 90278 ("CLIENT"), is made effective as of Aug and will continue for a period of 1 year until August 16, 2018. This contract will automatically year, if no notice given.

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

a. **Compliance with laws:** Acrobat Outsourcing agrees to comply all the applicable laws, orders, ordinances, codes and standards, including identification procurement of requi certificates, approvals, inspections, and insurance coverages. Applicable laws and ordinances are not limited to, all minimum wage, living wage, hotel workers, services charges and AI Hospitality Enhancement Zones), as it pertains to the business address of Acrobat Outsourcing the location address of the CLIENT.

b. **Compliance with CLIENT's orders:** Acrobat Outsourcing agrees to comply and ensure it: comply with CLIENT's site location requirements including, but not limited to, confidentiality, security, safety, rules, regulations, and other applicable policies. Acrobat Outsourcing acknowle the employer it shall be solely responsible for complying with all federal, state, and local laws wi recruiting, hiring, supervising, compensating, and all other aspects of employment service without limitation, maintaining al necessary personnel and payroll records.

Position	Bill Rate
All Line Level Positions	\$27.50 per hour
Based on Current mandatory pay rate of \$17.26	

***Acrobat Outsourcing observes the following Holidays:**

New Year's Day

Labor Day

Easter Sunday

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

Acrobat may, on occasion, increase the rates set forth in proportion to any legislatively-managed 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 increased cost associated with the passage of a federal or state law mandating any benefits for employees. The increase can only be effective 30 days after giving notice of such or the number of days required for publication and implementation of the cost affecting change in law, whichever is lower.

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

Guarantee: Acrobat Outsourcing guarantees that the assigned employees that they recruit a CLIENT will have the qualifications CLIENT requests. If CLIENT finds any assigned employee lacking in qualifications or general work-related behavior and lets Acrobat know within one (1) hour, we 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 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 employee as well as the signature of the client to ensure the validity of the recorded time by all parties. After the time sheet is completed, 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 less than 6 hours or less and there is mutual employer/employee consent to waive the break period. If a workday is more than 8 hours additional breaks must be provided.

CLIENT will be responsible for providing the opportunity for breaks but is not responsible for ensuring employees are actually taking their breaks. CLIENT will not be charged extra if employees do not take their breaks as long as they were provided with the opportunity of doing so.

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

1. If THE CLIENT maintains the employee as an Acrobat employee for a minimum of 420 hours, THE CLIENT can hire the Acrobat employee with a Conversion fee of \$0. THE CLIENT must remain with Acrobat Outsourcing if they decide to hire an employee.
2. THE CLIENT may hire any Acrobat employee working less than 420 hours after paying a Temporary-to-Hire Conversion fee to Acrobat for each employee. The Temporary-to-Hire-Conversion fee is a markup of the remaining hours that would be required to hire an employee without any Temporary-to-Hire Conversion fee as described under 1.
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 are 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 .5% per month (Annual Percentage Rate or 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 written notice. No provision of this Agreement may be amended or waived unless agreed to in writing by the parties.

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

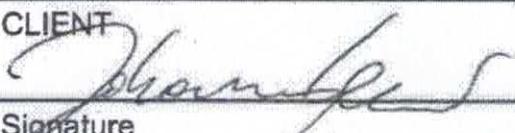
CLIENT

Signature

Printed Name

Title

Date



JOHANNES KROENER

8/29/17

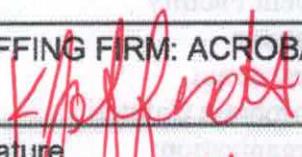
STAFFING FIRM: ACROBAT OUTSOURCING

Signature

Printed Name

Title

Date



Kelsey Jeffords

SENIOR OPS MGR

8/30/2017

Agreement Provided By: Marc Caplan

Acrobat

outsourcing

New Client Info Form

Date: 8/19/17

COMPANY INFORMATION:

Company Name: Do & Co

Website:

Type of Company:

- Conference Planner
- Hotel
- 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:

Do & Co 4000 Redondo Beach Ave Redondo Beach CA 90278
walk into employee check in area

Are there parking options?

Parking lot & Side street

STAFFING NEEDS

Uniform or Attire:

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

Uniforms provided
non slip shoes

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: Faith Baa-Adomakpo Position: IT RM

Phone: 310-975-5037 Cell: " Fax: _____

Address: 4000 Redondo Beach Ave ⁹⁰²¹⁰¹ City: Redondo Beach Zip: 90278

Email: kris.bog-carmack@dcpp.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

same as above info
Printed Name: Vicky Cirino Position: Chief Accountant

Phone: 718 529 4570 Cell: _____ Fax: 718 529 4560

Address: 2150 Frontage Rd City: Des Plaines Zip: 60018

Email: didy.cirino@doe.com

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: info@pennmath.com

Email: _____

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CREDIT APPLICATION FOR A BUSINESS ACCOUNT

BUSINESS CONTACT INFORMATION

Title: Do a Co Los Angeles
Company name/DBA:

Phone: 424-390-4200 Fax: n/a E-mail: faith.waa-aclomakoe@doceo.com

Registered company address: 4000 Redondo Beach Avenue

City: Redondo Beach State: CA ZIP Code: 90278

Date business commenced:

Sole proprietorship: Partnership: Corporation: Other:

BUSINESS AND CREDIT INFORMATION

Primary business address: 4000 Redondo Beach Ave

City: Redondo Beach State: CA ZIP Code: 90278

How long at current address? 6 mos

Telephone: " Fax: " E-mail: "

Bank name: See attached

Bank address: Phone:

City: State: ZIP Code:

Type of account Account number

Savings

Checking

Other

BUSINESS/TRADE REFERENCES

Company name: See attached

Address:

City:

Phone: Fax:

State:

ZIP Code:

Type of account:

Company name:

Address:

City:

Phone: Fax:

State:

ZIP Code:

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

Title: *Galina* HR mgr
Date: 8/25/17

Title: *John*
Date: 8/25/17



DO & CO Los Angeles Inc. 4000 Redondo Beach Ave Redondo Beach, Ca 90278-1109
Tel: 718-529-4570 Fax: 718-529-4560

Company Name: DO & CO LOS ANGELES INC

Type of Business: Airline Catering
Organization year: 2016
State of Incorporation: DE
Date of Incorporation: 2017

Federal Tax ID: 81-3515049
Resale Cert# 103-028885
Duns#:

Bank Reference: J.P. Morgan Chase
4 Chase Metrotech Center FL 14
Brooklyn, NY 11245

Bank Account #: 905-179-573

Bank Acct. Rep: Carol Browne Minott

Bank Phone #: 646-582-7236
Bank Fax#: 917-464-9464

Officers:

Michael Marczell- CEO

Tino Wohlfahrt - COO

Trade Reference:

Tom Cat Bakery: 43-05 10th st LIC, NY 11101
ACCT# DOC014 **Contact:** A/R Nancy Macias
Sales Rep: Martin Gaul

Phone: 0 718-786-7659 **Fax:** 718-786-9046
Email: NancyMacias@tomcatbakery.com
Email: martingaul@tomcatbakery.com **D** 718-475-4934

Sysco Long Island: 199 Lowell Ave, Central Islip NY 11722
ACCT# 016758 **Contact:** A/R Carrie Machinist
Sales Rep: Parlapanides, Paul

Phone: 631-921-9134 **Fax:** 201-433-1035
Email: Machinist.Carrie@lipy.sysco.com
Email: Parlapanides.paul@lipy.sysco.com

Peter's Wholesale: 148-09 Guy R Brewer Blvd Jamaica NY 11434
ACCT# DOC001 **Contact:** A/R Theresa Toppi
Sales Rep: Paul

Phone: 718-659-6328 **Fax:** 718-738-2986
Email: ttoppi@peterswholesalemeat.com
Email: panteripwm@aol.com

Air Stream Foods: 3400 Lawson Boulevard, Oceanside, NY 11572
ACCT# 40010 **Contact:** A/R Kelly Garcia
Sales Rep: Frank Loverde

Phone: 516-763-1600 ext 2906 **Fax:** 516-763-0808
Email: kgarcia@foodauthority.com
Email: floverde@airstreamfoods.com

Ace Endico: 80 International Blvd Brewster, NY 10509
ACCT# DNY149 **Contact:** A/R Maureen Hart
Sales Rep: Peter Gorman

Phone: 914-347-3131 **Fax:** 845-940-1501
Email: mhart@aceendico.com
Email: pgorman@aceendico.com