



New Staffing Customer Information Sheet

Updated 6-5-12

Company Name: Swan Supply, Inc.

Billing Contact Name: Robin

Billing Address: 1831 E. 73rd Ave. Unit A
Denver CO 80229

Billing Email: robin@swansupply.com

Billing Terms: Net 30 Net 45 Other _____

Physical Work Location Address: 1831 E. 73rd Ave Unit A
Denver CO 80229

Phone: 303-287-4332 Fax: 303-286-2577

What state will the employees be working in? CO Number of Employees: 3-12

Date employees will become ESSG's: 03/09/2015 1st Pay Date: 03/27/2015

Nature of Company's Business: Commercial Lighting Supplies

Summary of Job Descriptions Involved: Cleaning, Stocking, Inventory Management

WC Code(s): Warehouse / Delivery Driver

Please attach Credit Application and Staffing Agreement and submit to your Sales Contact at ESSG

ESSG USE ONLY

Company/FEIN:	_____	Sales Person:	_____
WC Code:	_____	Funded By:	_____
Ins. Co:	_____	Credit Amount:	_____
WC Rate:	_____	Credit Check:	_____
Internal Rate:	_____	Accounting:	_____
Payroll Admin:	_____	File/COI:	_____
Branch/AMC Code:	_____	Signed SA to client:	_____

Staffing Agreement

Corporate Management Group, Inc. ("CMG"), Employer Solutions Staffing Group, LLC (ESSG), with its principal office located at 7301 Ohms Lane, Suite 405, Edina, MN 55439 ("ESSG"), and Swan Supply, Inc. ("CLIENT") agree to the terms and conditions set forth in this Staffing Agreement (the "Agreement").

ESSG's Duties and Responsibilities

1. ESSG will—
 - a. By and through the services of **Corporate Management Group, Inc. (CMG)**, recruit, screen, interview and assign its employees ("Assigned Employees") to perform the type of work described on Exhibit A under CLIENT's supervision at the locations specified on Exhibit A;
 - b. Pay Assigned Employees' wages;
 - c. Pay, withhold and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees.

CLIENT's Duties and Responsibilities

2. CLIENT will—
 - a. Properly supervise Assigned Employees performing its work and be responsible for its business operations, products, services and intellectual property;
 - b. Properly supervise, control, and safeguard its premises, processes, or systems, and not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without ESSG's express prior written approval or as strictly required by the job description provided to ESSG. CLIENT shall not permit Assigned Employees to operate motor vehicles without express permission from ESSG. ESSG's Insurance does not cover loss or damage caused by Assigned Employees' operating the CLIENT's owned or leased motor vehicle(s), and the CLIENT therefore accepts full responsibility for and will indemnify ESSG from any and all claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee operating such vehicles(s), or arising out of or involving violation by the CLIENT of this Paragraph;
 - c. Provide Assigned Employees with a safe work site and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site. ESSG and ESSG's workers' compensation carrier shall have the right to inspect Client's premises during normal business hours and to make recommendations pertaining to job safety. It is agreed that ESSG, by inspecting such premises or by not inspecting such premises, assumes neither liability nor responsibility for any unsafe working condition that may exist;
 - d. Not change Assigned Employees' job duties without CMG/ESSG's express prior written approval; and

- e. Exclude Assigned Employees from CLIENT's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits.

Payment Terms, Bill Rates and Fees

3. CLIENT will pay ESSG for its performance at the rates set forth on Exhibit A and will also pay any additional costs or fees set forth in this Agreement. ESSG will invoice CLIENT for services provided under this Agreement on a weekly basis. Payment is due (depending on accepted pricing structure) according to terms on Exhibit A. CLIENT agrees to pay the costs of collection, including attorneys' fees and costs, if CLIENT fails to pay amounts that are due and outstanding under this Agreement.

Non-Solicitation of CMG Staff Employees

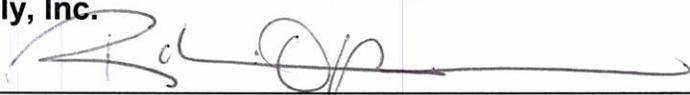
4. During the term of this Agreement and for the six-month period following its termination for any reason, CLIENT shall not, on behalf of itself or any other person, entity, business or corporation, hire, solicit or in any manner attempt, directly or indirectly, to influence, induce or encourage any permanent, corporate direct employee of CMG to leave the employment of Corporate Management Group. Client shall also not use or disclose to any other person, entity, business or corporation any information concerning the names and addresses of any permanent, corporate direct employee CMG. If Client wishes to hire any such an employee, Client shall pay CMG an amount equal to one year's current salary of the CMG Recruiter/Manager/Coordinator.

Duration of Agreement

5. This Agreement shall be for a term of one year and may be renewed by the parties thereafter for subsequent terms. Following the Initial Term, this Agreement shall remain in force from month to month until one party gives written notice to the other party at least thirty (30) days prior to the expiration of any monthly extension of the Initial Term. This Agreement may be cancelled at any time by either party by giving written 30 day notice to the other party.

AGREED TO:

Swan Supply, Inc.

Signature: 

Printed Name: Robin O'Dorisio

Title: V.P.

Date: 3/9/15

Address: 1831 E 73rd Ave UNIT A
Denver, CO 80209

AGREED TO:

Corporate Management Group, Inc.

Signature: _____

Printed Name: _____

Date: _____

12000 Washington Street, Suite 350
Thornton, CO 80241

Employer Solutions Staffing Group, LLC

Signature: _____

Printed Name: _____

Date: _____

7301 Ohms Lane, Suite 405
Edina, Minnesota 55439

**Exhibit A
Rate Schedule**

Billing Multiplier	Regular Hours	Overtime Rate
Recruited rate- 7 Day terms <i>CMG actively recruits employee</i>	1.35	1.26
Payrolled rate – all other positions <i>Client recruits employee</i>	1.28	1.26
Payrolled rate – Administrative position only. <i>Client recruits employee</i>	1.23	1.21

Early conversion fee of \$450.00 if employee has worked less than 520 regular hours or 12 consecutive weeks.

Work description: Commercial Lighting Supply

Location: Denver, CO

If required, additional fees for Physicals or Drug tests will be billed to CLIENT as a "pass-thru cost" at the same rate/amount as charged to CMG/ESSG. Background checks are included in the above bill rate.

AGREED:

Client: **Swan Supply, Inc.**

Signature: _____

Printed Name: _____

Title: _____

Dated: _____