



Credit Limit _____
Payment Terms _____

Application for Credit

Director of Business Development: Shelley Mitchell

Account Manager: Kelly Parker

Corporate Name: Mandatory Poster Agency # of years in Business 14

Address 5859 W. Saginaw Hwy. #343 Years at this address 14

City Lansing State MI Zip Code 48917 Phone Number: (517) 321-4144

Principle Owners: Steven Fata, Joseph Fata, Thomas Fata Fax: (517) 321-9441

Email Address: CS.LLPS@comcast.net Company Website: LaborLawPosterService.com

The following information must be provided prior to service of new accounts. It will be held in the strictest confidence.

BANK REFERENCE:

Bank: Capitol National Bank Account Number: 383468792

Federal Identification number: 38-3468792 Phone Number (517) 484-5080

City: Lansing State: MI Fax (517) 374-2559

TRADE REFERENCES:

(Note: Do not use oil companies, credit cards, IBM, Xerox, or public utilities since these organizations will not confirm credit application) Please provide a minimum of two trade references.

1. Business Name: BRD Printing Phone Number (517) 372-0268

Contact Name: Lykesha Allen Fax Number (517) 372-4922

Address 912 West St. Joseph City Lansing State MI Zip Code 48917

2. Business Name DBI Office Supplies Phone Number (517) 267-3650

Contact Name: Michelle Waldo Fax Number (517) 485-3202

Address 912 E. Michigan Ave City Lansing State MI Zip Code 48912

3. Business Name Alma Container Phone Number (989) 466-2053

Contact Name: Brenda Palmer Fax Number (989) _____

Address _____ City Alma State MI Zip Code _____

Our Normal Credit Terms: PAYMENT DUE UPON RECEIPT

We certify that all the information on this form is correct. We fully understand your credit terms and agree to the payment terms of due upon receipt. I approve and authorize Advance Employment to obtain information on the above listed references.

NAME (PLEASE PRINT) Michael Bishop DATE 8/22/2014
SIGNATURE Michael Bishop TITLE Operations Manager

Standard Terms and Conditions

THIS AGREEMENT by and between AccessPoint Staffing Solutions (Advance), and Labor Law Poster Service (Client),

WHEREAS, Advance is engaged in the business of assigning its employees to perform services for clients, and providing related management and human resource services; and

WHEREAS, Client desires to engage Advance to provide such services;

NOW, THEREFORE, in consideration of the promises, and of the mutual covenants hereinafter set forth, and intending to be legally bound hereby, the parties hereto agree as follows:

1. Advance shall provide to Client and Client shall pay Advance for the services of Advance's employees ("Advance Employees") for the job titles set forth in Exhibit A.
2. The individual signing this form is an authorized representative of Client and hereby certifies that the hours worked by Advance Employees as indicated on the time sheets submitted to Advance are true and correct and that the work was performed in a satisfactory manner. Client may elect to provide the hours worked by Advance Employees via an Advance timecard, spreadsheet, e-mail, facsimile or other form of communication. All time submitted by representatives of Client on Client's alternate timesheet will be deemed hours submitted under this Agreement.
3. Client understands that the temporary help supplied by Advance or its subsidiaries/affiliates is the result of substantial expense on the part of Advance in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration of this service, Client agrees that if any Advance Employee named herein is employed by Client, its associates or affiliates (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment, or within six (6) months after the temporary assignment, Client hereby agrees to pay Advance a settlement fee equivalent to the Advance permanent placement fee of 1% of the Advance Employee's annual salary up to a maximum of 30% of annual salary per employee. The minimum settlement fee is at least seven hundred and fifty dollars (\$750.00) per employee unless prior arrangements have been made in writing or the associate has completed the hour/day requirement for trial hire per the proposal.
4. Client understands that the supervision of the Advance Employee for the agreed upon duties is Client's responsibility.
5. Client agrees not to authorize any Advance Employee to operate any motor vehicles, automotive or truck equipment unless and until a Driver Addendum has been executed and made a part of this Agreement, and Client has complied with the Driver Addendum's requirements. As more fully described in the Driver Addendum, Client agrees to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by an Advance Employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.
6. Client agrees not to authorize any Advance Employee to be involved in serving, handling, distributing or performing other regulated actions involving alcoholic beverages unless and until a Hospitality Addendum has been executed and made a part of this Agreement, and Client has complied with the Hospitality Addendum's requirements. As more fully described in the Hospitality Addendum, Client agrees to accept full responsibility for any civil or criminal liability, bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by an Advance Employee while said employee is involved in or related to serving, handling, distributing or performing other regulated actions involving alcoholic beverages.
7. Client agrees not to entrust any Advance Employee with cash, negotiable instruments or other valuable property without prior written permission from Advance. Without such prior permission, Client accepts full responsibility for any loss or liability caused or incurred by an Advance Employee while handling cash, negotiable or other valuables.
8. It is further understood that Advance will not be responsible for any claims that may be covered by its Fidelity coverage (if such coverage has been obtained by Advance at its sole discretion) unless such claims are reported in writing by Client to Advance within ten (10) working days of the discovery of the alleged wrongful act.

9. Because Client controls the work site at which Advance Employees' services are provided, Client is responsible for compliance with the Occupational Safety and Health Act and/or comparable state laws and regulations hereunder, to the extent those laws apply to Advance Employees. Client agrees to provide Personal Protective Equipment to Advance Employees for each position in which it is mandatory under MIOSHA/OSHA or Company policy. Client further agrees to provide any general or specific training necessary for any Advance Employee to perform the assignment, including safety information regarding exposures to hazardous substances, and to insure that Advance Employees use any protective equipment necessary to perform the assignment safely.
10. To the extent permitted by law, Client agrees to defend, indemnify, and hold Advance harmless against any and all claims, losses, and liabilities (including reasonable attorney fees agreed upon by Client) that are proximately caused or contributed to by the fault or negligence of Client or Client's officers, employees, customers, or authorized agents, as well as claims, losses, and liabilities that arise from Client's breach of this Agreement, from the provision of services by Client's employees including supervision of Advance Employees, or from the provision of services for Client by Advance Employees who are under the direction and supervision of Client or Client's employees.
11. Advance Employees are compensated on a weekly basis. Therefore, Client will be billed by Advance weekly. Payment will be due upon receipt of the invoice unless prior arrangements have been made in writing, signed by both Advance and Client. Fees will be assessed at the rate of 1.5% per month for any invoices not paid within thirty days from the date of the invoice. Client will be billed for the hours shown on the time sheets at the agreed upon rate as set forth in Exhibit A. Overtime hours will be billed at one-and one-half times the straight billing rate unless prior arrangements have been made in writing. In the event that Client fails to pay the charges of Advance (whether for temporary services or settlement fee) when due, Client shall pay all collection and/or litigation costs plus reasonable attorney's fees.
12. Client hereby warrants that Client is in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Advance Employees or any other employees and agrees to indemnify and hold Advance harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against Advance by reason of Client's failure to comply with same.
13. Client will only work Advance Employees on jobs for which they have been assigned and trained. Any variance from the assigned work described in Exhibit A must be reported to and approved by Advance before any work assignment changes begin. Advance Employees will be oriented/trained in all safety hazardous communication (MSDS information, etc.) and operational instructions in the same manner as any other employee or as required by our policies or law including safety meetings, etc. Advance Employees will be required to wear all appropriate safety equipment. Advance will be notified immediately in the event of an accident or injury of an Advance Employee. Client will coordinate appropriate medical treatment (unless it is an emergency) at a PPO or EPO of Advance's choice. Client will notify Advance in the event any Advance Employee acts intoxicated or in a suspicious manner. Client will allow a qualified representative of Advance to obtain a report after an accident or injury to ensure proper disposition of all possible claims.
14. Advance reserves the right to transfer or assign this Agreement at its sole discretion. Client may not transfer or assign this agreement without the written consent of Advance, such consent not to be unreasonably withheld.
15. Arbitration: Except for Advance's right to obtain injunctive relief for a breach of the covenants and agreement under paragraphs 3, 5, 6 and 7, any dispute between the parties relating to the application or interpretation of the Agreement shall be settled by arbitration under the rules of the American Arbitration Association then applicable, with each party bearing its own costs and attorney's fees. The arbitrator shall have no authority to change any provisions of this Agreement. The arbitrator's sole authority shall be to interpret or apply the provisions of this Agreement. The decision of the arbitrator is binding.
16. This Agreement with Exhibit A, any applicable executed Addendum and the aforementioned timesheets constitute the entire Agreement between Advance and Client. This Agreement can only be modified in writing after having been signed by both Advance and Client.
17. Client understands that Advance Employees are not bonded.

18. This Agreement shall become effective as of the later date of signature by the parties below and shall remain in effect until terminated by either party upon 30 days' written notice to the other party. Such notice shall be personally delivered or sent by recognized overnight courier or by certified mail, return receipt requested, and shall be effective when received as follows:

As to ADVANCE:

Name Blaine Schultz
Title President
Company Advance Employment
Address 4407 W. St. Joseph Hwy
Lansing, MI 48917

As to CLIENT:

Name Michael Bishop
Title Operations Manager
Company Labor Law Poster Service
Address 5859 W. Saginaw Hwy, #343
Lansing, MI 48917

19. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without reference to any conflicts of law principles thereof.

Michael Bishop
Client Representative

8/22/2014
Date

Advance

Date