

Client Information: ("Company")

Co. Name (incl DBA): _____

 Street Address: _____

 Floor: _____
 City, State, Zip: _____

 Main Phone: _____
 Main Fax: _____
 Email: _____
 URL: _____
 Type of Business: _____
 Number of Employees: _____



Accounts Payable Information

Who should we send the invoice to?
 Title: _____
 Email: _____
 Phone: _____
 Fax: _____

Resale Certificate or exemption certificate? [] yes [] no
 If yes, please attach and return with this form.

 If we have a certificate on file - there will be no tax on your invoice.

 Company Type (Please circle):
 Public Sole Prop. Partnership
 Private LLC S-Corp

Temporary Staffing Terms of Hire and Sale:

CGR/seven bills weekly, based on hours worked.
 CGR/seven bills one-and-a-half the regular hourly rate for all hours worked in excess of forty (40) per week.
 CGR/seven charges a minimum of four hours per assignment, per day.
 CGR/seven invoices are due and payable upon receipt.
 Payment of CGR/seven invoices are in no way contingent upon Company receiving payment from Company's clients.

If Company is ever dissatisfied with one of our temporary employees, we will gladly refund 100% of the period of dissatisfaction, limited to the first four (4) hours of the CGR/seven employee's assignment with Company. If Company's account is not current (there are invoices overdue), we will gladly issue the refund when the account becomes current.
 A finance charge of 1.5% per month will be charged for all overdue invoices. Interest is applied at 31 days past the date of the invoice.

Permanent Staffing Terms of Sale:

Please note: Company is not allowed to hire (permanently or on a freelance basis) any of our employees without notification to CGR/seven and payment of a fee. If Company hires any of our employees (who have worked at Company through CGR/seven at any time during the eighteen months previous to the hire, or who were submitted to Company as a permanent candidate during the year previous to the hire) for any position without notifying CGR/seven and paying a fee, Company will be charged a full fee of 30% of the first year's salary, or, in the case of an independent freelance hire, an extrapolated yearly equivalent based on hourly rate, regardless of the actual duration of the violation of contract. Your signature on this page, or the signature of any Company representative on a CGR/seven timesheet, confirms that Company will not hire, nor refer to other companies for the purposes of hiring, CGR/seven employees without notifying CGR/seven previous to the hire, and paying the permanent staffing fee described above.

Additional Information (Permanent and Temporary):

If any dispute arises over fees charged by CGR/seven, Company may only withhold the legitimate, disputed portion of the amount Company owes CGR/seven. All other fees are payable immediately.