



Staffing Industry Addendum

TYPE OF STAFFING SERVICES PROVIDED (Percents should equal 100%)

<input type="checkbox"/> Clerical : % of your business:	%	<input type="checkbox"/> Professional : % of your business:	%	<input type="checkbox"/> Healthcare : % of your business:	%
<input type="checkbox"/> Light Industrial : % of your business:	%	<input type="checkbox"/> IT : % of your business:	%	<input type="checkbox"/> Other : % of your business:	%

EMPLOYEE INFORMATION (Percents for each line should equal 100%)

Workforce is:	<input type="checkbox"/> Permanent / Direct Hire:	%	<input type="checkbox"/> Temporary:	%		
Pay structure:	<input type="checkbox"/> Payroll:	%	<input type="checkbox"/> Contract Work:	%		
Are temporary personnel:	<input type="checkbox"/> Employees:	%	<input type="checkbox"/> 1099 Employees:	%	<input type="checkbox"/> Corporate Subcontractors:	%
When do you bill permanent placement sales?	<input type="checkbox"/> At placement		<input type="checkbox"/> At sale			

VENDOR MANAGER

Does the company work through vendor managers? Yes No Are you a vendor manager? Yes No *If yes to either question, please identify:*

Vendor manager: _____ Corresponding end user: _____

COMPANY INFORMATION

Do you have any Milestone Billings? Yes No Do you have any Progress Billings? Yes No

If yes to either question, please describe:

Do you have any Contracts with your customers? Yes No

When does your Billing Week end?: _____ When do you pay Payroll for the Billing Week?: _____

How is Payroll processed? In-house Third-party Service Provider PEO Other *(please describe):* _____

Name of Third-party Service Provider or PEO: _____

Do you have any past due Payroll Taxes: Yes No *If yes, please describe:* _____

Are you a: Franchisee or Franchiser *Please describe:* _____

Are any of the principals subject to a Non-compete with any other Entity? _____

Describe Workers Compensation: High deductible Guaranteed Costs Retro Captive Other

Insurance Carrier: _____

What Front and Back Office systems do you use: _____