



## **CUSTOMER CREDIT APPLICATION**

### **CUSTOMER INFORMATION**

**Company Name:**

**Date:**

**Phone:**

**Fax:**

**Email:**

**Billing Address:**

**City:**

**State:**

**ZIP Code:**

**Accounts Payable Contact:**

**Phone:**

**Email:**

**Office / Shop Address if different:**

**City:**

**State:**

**ZIP Code:**

**Bonding Company:**

**Agent**

**Phone:**

### **TYPE OF OWNERSHIP**

**Corporation**

**Partnership**

**Sole Proprietor**

**LLC**

**Other** \_\_\_\_\_

**Please List officers, partners, proprietors, or members:**

**Name:**

**SSN#:**

**Phone:**

**Name:**

**SSN#:**

**Phone:**

**Name:**

**SSN#:**

**Phone:**

**WORK CLASSIFICATION OR PRODUCT/SERVICE (IE, CARPENTRY, CONCRETE, PRODUCTION)**

**List Classification:**

**Special Requirements: (safety gear, tools, license, certifications)**

**Special Billing Requirements: (PO #'s, job #'s, group time slips)**

**UNLESS OTHERWISE AGREED UPON OUR TERMS ARE 1.5% DISCOUNT IF INVOICES ARE PAID UPON 10 DAYS OF RECEIPT!! IF OTHER PAYMENT TERMS ARE REQUIRED PLEASE NOTE YOUR ACCTS PAYABLE CYCLE & TERMS YOU ARE REQUESTING.**

**Credit References-- Bank:**

**Branch:**

**Acct #:**

**Contact Name:**

**Phone #:**

**References—companies that have extended you credit to their company**

**Name:**

**Phone #:**

**Contact:**

**Name:**

**Phone #:**

**Contact:**

**Name:**

**Phone #:**

**Contact:**

## **ALL TRADES STAFFING SERVICE TERMS & CONDITIONS**

In order for All Trades Staffing Services, LLC to service your company it must be agreed upon by your company to inform all supervisory personnel of the following Terms & Conditions and to adhere to these Terms & Conditions. You, the customer, agree to the following:

No All Trades employee will be hired, without our specific consent, prior to working a minimum of 320 hours through our service and provide written notification of intent to hire that individual.

No All Trades employee will be allowed to operate ANY vehicle, equipment, or machinery without the approval of All Trades and a signed waiver of liability. Furthermore, it is agreed that All Trades shall not incur any liability in the event of an accident involving said vehicles, equipment, or machinery.

In the interest of safety and protection from personal liability no All Trades employee will be left alone on a jobsite. The customer assumes ALL liability and responsibility for the employee's safety, theft of property and/or damage of property if the customer leaves an All Trades employee alone on a jobsite.

Since the customer controls and directs All Trades employees, the customer assumes the responsibility for all design defects, workmanship, and product liability. The customer agrees that they are responsible for the work performed by All Trades employees and are responsible for the safety and supervision of the employees provided. The customer understands that All Trades insurance does not cover design defect or product liability and such insurance will be provided by the customer at his or her own expense.

The customer agrees not to advance ANY money or work hours to an All Trades employee. The customer agrees not to leave their premises, cash, negotiable items or other valuables unattended in the presence of any All Trades employee. Furthermore, no All Trades employee will be responsible for the security or safety of any jobsite. The customer will not allow keys, locks, safe or lock combinations or other security devices to be in the possession of, or the responsibility of, an All Trades employee.

All Trades will not be held responsible for claims under our fidelity bond unless such claims are reported to All Trades within ten days of discovery and customer agrees to fully cooperate with the subsequent investigation and prosecution.

The customer agrees to provide All Trades employees with safe places to work. All applicable UOSH/OSHA requirements, standards, and regulations will be adhered to, as well as State "right to know" laws. All Trades must be notified immediately in case of an injury or incident involving an All Trades employee. The customer agrees to notify All Trades of the presence of ANY hazardous chemicals or materials in or near the work areas where All Trades employees may work. The customer will provide advance notice to All Trades of their intent to use an All Trades employee in tanks, vessels, and closed compartments, below or above ground, or on ANY scaffolding, man-lifts, or elevated platforms of ANY kind and will not use an All Trades employee in this manner until approval to do so has been provided by All Trades.

The customer agrees to pay a late fee of \$75 per month on payments made after 30 days of invoice date and the late fee will continue every 30 days until paid in full. Customer also agrees to pay a finance charge of 1.5% (18% annually) on balanced owed on invoices 30 day past due. Finance Charges are assessed each month until paid in full. Furthermore if All Trades should need to retain counsel to collect any monies due, the prevailing party will be entitled to reasonable attorney's fees, collection costs and/or interest charges.

The customer agrees that these Terms & Conditions apply to all current and future orders. No oral statement of any person shall modify or affect the foregoing Terms & Conditions. As an authorized representative of the client company I understand, acknowledge and accept these Terms & Conditions. I further certify that the information given within is true and correct.

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

The undersign personally guarantees all payments will be made on this account, including interest costs, and attorneys fees, and promises to make full payment, should the account payments become delinquent.

**Personally:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

# WAIVER OF LIABILITY FOR OPERATION OF VEHICLES, MACHINERY & EQUIPMENT

## BY AN ALL TRADES EMPLOYEES

All Trades Temporary Services, LLC and All Trades Staffing Services, LLC has workers compensation insurance, unemployment insurance, and general liability insurance. Certificates of these policies are available on request.

It is not practical for All Trades to insure vehicles, machinery, or equipment that is owned or leased and maintained by you or your company but used by our employees at your request. Nor is it practical for us to insure our employees for the use of vehicles, machinery or equipment. Therefore, we ***do not provide any insurance coverage or accept liability for claims or expenses that may result from the operation of vehicles, machinery or equipment by our employees.*** In order for All Trades to provide employees to you to operate your vehicles, machinery or equipment, whether owned, leased or borrowed by you or your company we require that you acknowledge All Trades does not provide coverage in these areas and you will be entirely responsible for the following:

1. Claims for bodily injury, including death, (excluding our employees' workers compensation claims) or property damage arising out of operation by our employees of your vehicles, machinery or equipment, whether it is owned, leased or borrowed and
2. Loss or damage to your vehicles, including cargo and contents, machinery, equipment or material while being used by or in the care, custody or control of an All Trades employee and
3. The Customer acknowledges it has the necessary insurance coverage and your insurance carrier is aware of and has extended coverage to include these provisions.

Permission for All Trades employees to operate your vehicles, machinery or equipment is conditioned upon your signing this form and returning it to All Trades before work is to be commenced. This form must be signed by an authorized representative of the customer.

I am an authorized representative of the customer and hereby agree to the provisions above.

By \_\_\_\_\_ Company Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

We hereby permit \_\_\_\_\_, an All Trades employee, so chosen by All Trades, to operate your vehicles, machinery or equipment until further notice.

Date \_\_\_\_\_ All Trades Staffing Services, LLC

By \_\_\_\_\_ Title \_\_\_\_\_

## **SUMMARY OF GENERAL POLICIES:**

1. Do not leave an All Trades employee alone on a job site. Not only is this very unsafe for our employee but leaves the employee indefensible in matters of theft and liability. We will not accept responsibility for theft, loss of property, property damage or injury.
2. All Trades has a four-hour trial period to enable you to try our employees without risk. If you are not happy with any of our employees simply release them at any time within the four hours of their start time and notify our office. There will be no charge for that time.
3. If you want to hire one of our employees we require that you use them a minimum of 320 hours through us. You may hire the employee any time after that. It is **required** that you notify our office as to the official start date with your company.
4. No All Trades employee may be allowed to operate any vehicles, equipment or machinery that was not included on the original job order for those workers. A **waiver of liability must be completed** before any All Trades employee is allowed to operate vehicles, equipment or machinery. **All Trades will not accept liability or responsibility for damage to any property or person as a result of an All Trades employee operating any vehicle, equipment or machinery.**
5. ***No All Trades employee is allowed to work above 10 feet or 4 feet below ground without our specific approval. This policy is to insure the safety of our employees. We will provide workers for those situations but only upon our approval of the job site conditions and of the worker(s).***
6. Invoices are payable upon receipt unless otherwise arranged. We offer a 1.5% discount for invoices paid ***within 10 days of the invoice date***. Volume discounts may additionally be available. Please speak with your account representative for information on other discounts.
7. A finance charge of 1.5% (18% annually) will be assessed on all accounts 30 days past due. A \$75 late charge is also assessed for each invoice 30 days past due.
8. ***Payroll service requires the exchange of checks or payment in advance and All Trades reserves the right to determine the employability of each individual.***
9. We reserve the Right to determine the suitability of an employee to perform required job tasks.
10. We have a four-hour minimum charge for the protection of our employees. This does not apply to poor performance on their part or to weather related work cancellations. If our employees are required to report to the job regardless of weather conditions and the work is cancelled after they have left their home or our office a two-hour show up time will be charged.
11. **Safety should be everyone's concern. Injuries are costly on both the human and economic level. It is your responsibility to extend the same concern, training and precautions to our employees that you extend to your own employees.**
12. Please treat our employees with the respect due to all people.

## **All Trades Staffing Services LLC**

### **Protocol for Reporting Workplace Incidents & Injuries**

All Trades Staffing Services LLC is committed to keeping our employees safe from workplace incidents and injuries. We have a progressive safety-training program in place and have implemented various safety incentive programs with the goal of cultivating a positive attitude towards safety within our employees. ***We take the safety of our employees very seriously!***

However, we understand that accidents do happen on the jobsite. Because of this understanding, All Trades Staffing Services has established protocol for informing the safety director of an incident or injury.

Please inform your superintendents and foremen of this protocol, so as to maintain an orderly line of communication between your company, All Trades Staffing Services, and the injured worker.

The following protocol has been established for the mutual benefit of all parties involved.

- A. All Trades employees are to report all incidents and accidents immediately to their foreman or supervisor.
- B. If any injury, other than first aid, should occur then direct the All Trades employee to the nearest IHC Work Med for the appropriate medical care within 1 hour of injury or exposure.
- C. Have a company representative call and inform All Trades Staffing of the injury or exposure. The information needed is: **Employee Name, Job Site Name, Your Company Name, Nature of Injury, Degree or Seriousness of Injury, or How and What Happened.**
- D. The All Trades office phone numbers are as follow:

Salt Lake City Office/801-313-1234

Ogden City Office/801-399-1234



### **General Information:**

1. All Trades Staffing Services, LLC aka All Trades is a limited liability company licensed to operate in Utah and was started in 1995. All Trades is locally owned and operated and fully insured.
2. All Trades is a full service staffing company with special expertise in providing laborers and tradesmen to construction, manufacturing and industrial customers.
3. Currently we have offices in Ogden and Salt Lake but we are capable of servicing all of Utah.
4. Our bill rates include all costs billed to the customer – employee’s wage, workers’ compensation insurance, unemployment insurance, payroll taxes and operating costs.
5. Certificates of Insurance are available upon request.

**PEASE TAKE A MOMENT TO READ THE FOLLOWING INFORMATION IN ORDER TO BEST UTILIZE OUR SERVICE!**

### **Suggestions:**

1. Please notify our office immediately if you are not happy with any of our employees or service! We want to know! We cannot fix a problem if we don’t know there is one. We ask for the opportunity to make it right.
2. Please provide our office with detailed and accurate description of the tasks our employees will be performing. This will enable All Trades to provide you with the most qualified individuals able to get your job done safely and efficiently.
3. Please limit authority to order temporary help and provide those names to our office. Often time more workers than necessary are ordered increasing your payroll costs needlessly. This will also help avoid confusion and contradictions. Make sure your supervisors, staff and employees know they have additional help coming so necessary preparations and scheduling may be made.
4. Communicate your needs and expectations to our employees so they will know what is expected of them. Make sure they know the chain of command, and who, what, why and when. Take a moment to orient them to your work site so time is not wasted seeking out bathrooms, lunch facilities, asking directions, etc. Give them the ‘need to know” information up front. Also, it has been proven that contingent or temporary workers who are made to feel part of a team and as an important element of the work site perform better, are more reliable and accept their assigned tasks more seriously and behave more responsibly in general!
5. Appoint one person to supervisor the temporary employees. A frequent complaint from our employees is that they receive conflicting commands and do not know the chain of command or level of priority of the tasks assigned. Consequently, this hinders their effectiveness and presents a false image of their productivity.
6. It has been our experience that a specific request nets a better result than vague directions. Workers who clearly understand the overall goal and are provided with clear direction perform their specific tasks better.

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