



## Job Detail Form

Please fill out and FAX back to: 416-535-0538

Company/Client Legal Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Quoted Hourly Rate: \_\_\_\_\_

Date Workers Required: \_\_\_\_\_ Worker Quantity Required: \_\_\_\_\_

Timeframe Workers Required: Day(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ On-going \_\_\_\_\_

Hours per Day \_\_\_\_\_ Workweek: (i.e. Mon-Sun) \_\_\_\_\_

Hours Approved by Whom: \_\_\_\_\_ Extension: \_\_\_\_\_

Work Type & Skill Level Required (please describe in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Lbs to Lift: \_\_\_\_\_ Uniform Required: Yes  No  Steel Toed: Yes  No

Other Workwear Required: \_\_\_\_\_

Shift(s): \_\_\_\_\_ Report Time (ready to work): \_\_\_\_\_

Work Site Location: (include main intersection) \_\_\_\_\_

\_\_\_\_\_

Report to Whom: \_\_\_\_\_ Entrance: \_\_\_\_\_

### Our Policy

- No worker(s) will be sent out until the Credit Application and the Job Detail Form are completed, signed and faxed back to our office by the client / authorized company representative.
- You can hire our worker without a fee after he/she has worked for your company 3 months / 480 hours.
- We do not condone switching or the hiring of other agency workers who are working in the same environment as where we are supplying labour to.
- Overtime is invoiced at time and a half for any worker working over 44 hours in a work week; Statutory Holidays are invoiced at time and a half for any workers working on Government approved Statutory Holidays.
- Our Invoice Rates cover WSIB, CPP, EI and Vacation Pay

\_\_\_\_\_  
Authorized Signature:

\_\_\_\_\_  
Date:

I, hereby, agree to the policy set forth and will be bound by them. All the information provided is true to my knowledge.



## Credit Application Form

Please fill out and FAX back to: 416-535-0538

### Company/Client Profile

Company/Client Legal Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Accounts Payable contact: \_\_\_\_\_ Phone/extension: \_\_\_\_\_

Controller Contact: \_\_\_\_\_ Phone/extension: \_\_\_\_\_

Accounts Payable Address (if different): \_\_\_\_\_

#### Corporate Statistics

Union Member: Yes  No  In Operation since: \_\_\_\_\_

#### Banking Information

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_ Account: \_\_\_\_\_

#### Our Terms and Policies

- Invoice payment is **Net 7 days** (unless otherwise pre-arranged). We accept Cheque, Visa, Mastercard and American Express
- No worker(s) will be sent out until the Credit Application Form and the Job Detail Form are completed and signed by the client / authorized company representative.
- We will do a credit check though Equifax on your company if you are a first time client and periodically when labour is supplied.
- You can hire our worker without a fee after he/she has worked for your company 3 months / 480 hours.
- For all new clients a Credit Card must be on our file. A deposit of the first 2 day totals will be put on the Credit Card and reversed when the first invoice payment is made in full (unless otherwise pre-arranged).

Visa  Mastercard  Amex

Credit Card #: \_\_\_\_\_ Expiry Date \_\_\_\_\_ Year \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, hereby, agree to the terms and policies set forth and will be bound by them. All the information provided is true to my knowledge.