



GENERAL STAFFING GUIDELINES

- Timesheets must be faxed daily or at the end of the week signed by the office and the temp.
- **24 hour cancellation** notice required; agency fee and 4 hour payment to the temp required without notice.
- Day before / same day requests subject to above conditions once temp is confirmed.
- Parties agree not to contact personnel directly, either by phone or any other means. All contact must be made through DDS, LLC (agency)
- If the referred candidate supplied by DDS, LLC (agency), regardless of present position or previous contact, is hired in a future capacity, Temporary or Permanent, within (12) months of an interview or the last temporary day worked, a fee is due to DDS, LLC (agency). Payment is due (15) days from the billing date. **Late payments void all guarantees.**
- Should the permanently hired candidate be terminated within the first (4) weeks of employment, client shall be reimbursed the permanent placement fees less the daily temporary placement fee as calculated by DDS, LLC (agency).
- In the event of default under the above agreed terms, Client agrees to pay all collection and attorney's fees including fees on appeal.
- DDS, LLC (agency) shall not be liable for any special, indirect consequential lost profits or punitive damages. Client acknowledges that the Agency does not supervise or control the performance of services of the temporary. Therefore, Client does not hold the agency liable for outcomes, errors or omissions concerning the temporary.
- All late payments subject to \$20 a month late fee.

Printed Client Name

Client Signature

Date

Phone Number



SERVICE OPTION I

- Pay your temporary at the end of the day unless other arrangements have been made.*
- Current daily referral fee of \$35.00 for auxiliary,\$75.00 for Dentists billed by DDS, LLC (agency) on the last of each month.
- Late payment subject to a \$20.00 per billing cycle late fee.
- Hourly rates are as follows: RDH \$38-\$40, DA \$12-\$20, FO \$12-\$20, Dentists \$75-\$100 rounded up to the nearest quarter hour, giving no more than 1.5 hours lunch. Temps will **not be required** to “clock out” should there be cancelations in the schedule in the middle of the day.
- Permanent fees as follows: Dental Assistant and Front Office Personnel - \$200.00 per permanent day (4 days, \$800), Hygienist - \$300.00 per permanent day (4 days, \$1200), Dentist - \$500.00 per permanent day (4 days, \$2000). Should you hire one of our temps, 50% of the temp fees for that person will be credited towards the permanent placement fee.

*Consult your tax advisor for more information regarding payment options.
All fees are subject to change.

Printed Practice Name

Client Signature

Date

Phone Number

SERVICE OPTION II

- All temporaries are employees of DDS, LLC.(agency)
- DDS, LLC is responsible for all state, federal, FICA, Social Security, unemployment taxes and workers compensation insurance.
- Hourly rates are as follows: RDH \$56, DA \$26-\$29, FO \$26-\$29, rounded to the nearest quarter hour giving no more than 1.5 hours lunch break. Temps will **not be required** to “clock out” should there be cancelations in the schedule in the middle of the day.
- Credit card must be on file with DDS, LLC (agency) for full service option.
- DDS, LLC will charge your credit card within 24 hours of receiving completed timecard.
- Permanent fees as follows: Dental Assistant and Front Office Personnel - \$200.00 per permanent day (4 days, \$800), Hygienist - \$300.00 per permanent day (4 days, \$1200), Dentist - \$500.00 per permanent day (4 days, \$2000).

*Consult your tax advisor for more information regarding payment options.
All fees are subject to change.

Printed Practice Name

Client Signature

Date

Phone Number