

2019 Canadian Gift Association Preferred Temporary Rates

Industrial Service Rates:

Setup and take down of booth and other miscellaneous light industrial duty tasks.

- General Industrial Labour - \$24.80/hr per employee

Primary Service Contact:

Devan Pandya – Recruitment Specialist

Direct: 780.665.0319

Email: Devan.Pandya@diversifiedstaffing.com

Fax: 780.425.7419

Clerical Service Rates:

Booth attendant duties and other miscellaneous administrative tasks.

- Clerical/Booth Attendant Services - \$27.20 – \$28.80+/hr per employee (per job description)

Primary Service Contact:

Scott Fabian – Recruitment Specialist

Direct: 780.665.0284

Email: Scott.Fabian@diversifiedstaffing.com

Fax: 780.425.7419

* Overtime/Holiday worked is billed at 1.5x the rates quoted above and processed in accordance with Alberta Labour Standards/holidays observed in Alberta. .

Our rates include the employee wage, EI, CPP, WCB, vacation and statutory holiday pay, as well as \$10,000,000 general liability insurance and \$25,000 Fidelity Bonding coverage on each employee. The quoted rates will remain in effect until December 31, 2019.

We sincerely appreciate and value your consideration to utilize Diversified Staffing Services as your Temporary resource specialists. Please do not hesitate to contact us if you have any further questions or concerns.



DIVERSIFIED
STAFFING SERVICES



Who We Are

We put a lot of focus on our candidates, understanding them, working hard for them, and making sure they're matched with a career they love. It's a process that ensures you get the best employees for your position.

We began operations in the fall of 1978 and now employ more than 140 people, operating from our head office in Calgary and our branch offices in Edmonton and Red Deer. We provide unique advantages in temporary and permanent staffing solutions and our sales staff is well-equipped to recognize where these services can be best utilized.

Great people make a great organization; find yours through us.



Process

A well-planned process gives clients consistency and quality. We recognize that employers look to Diversified Staffing to ease employment needs, and by sticking to our process and making sure clients understand it, everyone involved benefits.

- ① Our Account Consultants will work to understand your staffing needs.
- ② We identify the appropriate work program.
- ③ We then find a candidate who has the skills to fit within your organization.
- ④ The candidate is prepared for work in your organization.



Types of Work Programs

We offer five different work programs because we recognize that different businesses have different needs. Hiring practices can change based on the season, the economy, and a number of other factors. When employers utilize Diversified Staffing's services, they can efficiently fill their organization's needs; no more, no less.

TEMPORARY

- Offers timely placement of skilled workers for both office and industrial positions

TEMPORARY TO BUDGET

- A cost-saving program that reduces the mark-up at the conclusion of a temporary period

TEMPORARY TO PERMANENT

- An industry-leading program to move employees from temporary to permanent placement

PERMANENT PLACEMENT

- Gives candidates the opportunity to find permanent employment that helps them achieve their goals

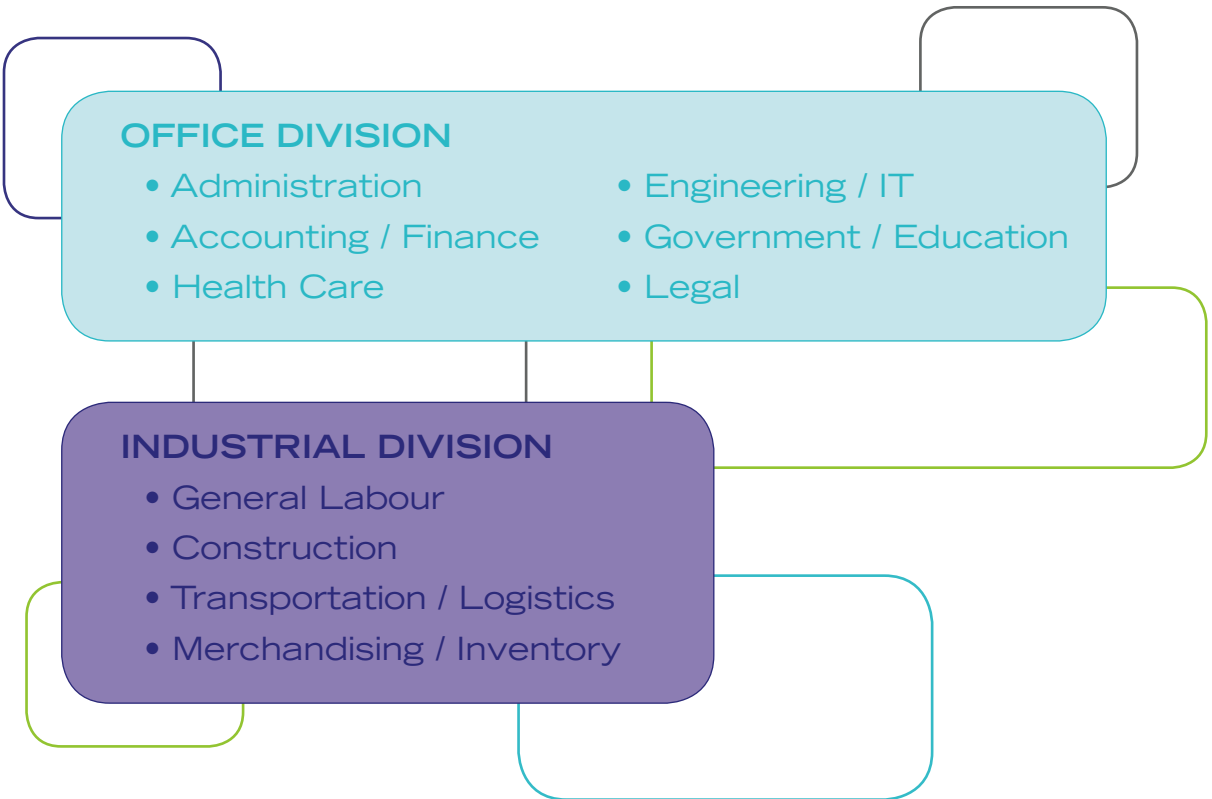
NON-CORE PAYROLL

- Ideal for companies that hire students, contracts, or trial period workers



Positions

We recruit quality candidates through our office and industrial divisions. Our clients can count on us for superb employees within these fields. For more information on our divisions, visit our website at www.diversifiedstaffing.com.



Quality Assurance

Our Quality Service System (QSS) consists of policy objectives chosen to ensure we adhere to our commitment to quality. For example, at Diversified Staffing, we always aim to attract the best candidates and provide excellent service to our clients.

Our **Commitment to Quality** starts with trained, professional staff members who treat one another with respect. They maintain a consistent pool of trained candidates who uphold the company's employee standards.



Benefits

Our program works because of **personalization** and **time spent**. Because we understand our candidates, we know they'll fit well in their new position.

In the end, our process benefits everyone because of:

- **IMMEDIACY**

We fill your needs quickly without sacrificing quality. We already have relationships with quality candidates and we anticipate our client's needs.

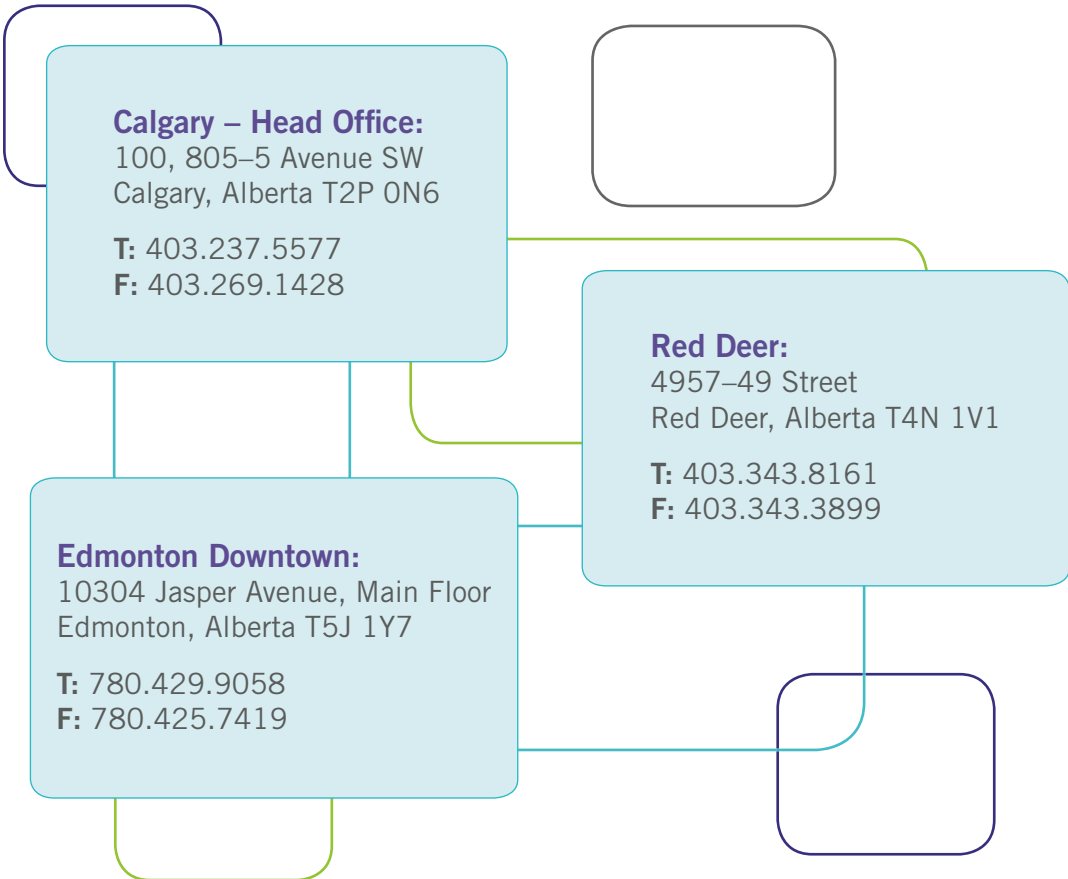
- **INFORMATION AND QUALITY**

We ask a lot of questions to be sure we can offer what you need. Our representatives take the time to understand your business to give you a quality solution.



Office Locations

We're strategically located to serve you, with three offices throughout the province.



At Diversified Staffing

it's about getting to know the candidate.

We find out

who they are,

where they come from,

what influences them, and

what's shaped their views on work, family, and life.

It's a process built on relationships.



By getting to know our candidates and their stories, we find qualified people whose **skills, talents, and motivations** will add value for our clients.



www.diversifiedstaffing.com

Calgary | Edmonton | Red Deer





**VISA / MASTERCARD PURCHASE AUTHORIZATION
(Canadian Purchases)**

_____ has provided this authorization with the understanding that it is for full payment of services provided / preauthorization.

Organizational Information

Legal business name of Customer:	
Operating as (if different than above):	
Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Corporation <input type="checkbox"/> Home Based <input type="checkbox"/> Other	
Address:	Phone Number: ()
City & Province:	Fax Number: ()
Postal Code:	Contact:
Email Address:	

Credit Card Information

To Be Filled in by Authorized User

Type of Card:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Card Number:	
Expiry Date of Card: (Month/Year)		Name On Card:	
Credit Card Authorized Signature			

Preauthorization

Initial Preauthorization Amount:	
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Credit Card Information Will Remain In Effect Until Diversified Staffing Is Notified In Writing

To be Completed if Signing on Behalf of Authorized User

Date: (DD/MM/YY)		Full Name:	
Title:		Signature:	

**Diversified Staffing Services, Edmonton Alberta
Phone: 780.429.9058 Fax 780.425.7419 GST # R101410009**



**DIVERSIFIED STAFFING SERVICES
PAYMENT TERMS**

Supply of Temporary/Contract Staff – 10 days from date of invoice.

Supply of Permanent Staff – 30 days from date of invoice.

Supply of Payroll / PEO Services – as per individual contract.

A service charge of 2% per month (24% per annum) may be charged on all overdue accounts.

I agree to have Diversified Staffing Services perform any and all credit check procedures that are deemed necessary.

TEMPORARY/CONTRACT EMPLOYEE TERMS

The customer shall not take any steps to employ or enter into direct contractual relations with a Diversified Staffing Services (DSS) employee without the expressed written consent of DSS for a 12 month period following candidate introduction or assignment completion.

Without written DSS consent, the customer covenants and agrees that it will not request or authorize DSS employees to operate machinery, automotive or truck equipment.

DSS or its employees shall not be responsible for any loss or damage, whether physical, economic or consequential to any real or personal property owned, leased or in the custody of the customer; including, but not restricted to, mobile equipment, automotive vehicles and trucks.

DSS confirms Workers Compensation Board coverage is provided for all employees supplied by Diversified Staffing Services. The customer accepts full responsibility for any bodily injury claims that involves an employee of DSS during the course of the customer's operations if the employee is unsupervised or engaged in activities not approved by DSS.

The customer agrees that the DSS employees handling of any valuables, cash or negotiables must be with written consent from an authorized DSS representative.

Claims made by the customer alleging fraud, theft or any other dishonest conduct by a DSS employee must be communicated to DSS in writing within 10 days of the alleged occurrence.

A signed time card authorizes that the hours reported are accurate and approves billing for these same hours, DSS's minimum assignment is 4 hours per person per day.

DSS pays our employees in accordance with the Provincial Employment Standards Code.

The customer acknowledges that they are responsible for the safety of workers while the said individual(s) are contracted to them. Additionally, the customer agrees to ensure that all contracted employees receive an appropriate worksite orientation.

**DIVERSIFIED CONTRACT PAYROLL AND
PEO SERVICE TERMS**

The customer acknowledges and agrees that Diversified Staffing Services, a division of PEO Canada Ltd., is an agent of the customer, in the administrative employer role, and as such cannot be held responsible for workplace situations that Diversified does not manage and are beyond Diversified's control.

Date:	Authorized Signature:
Legal Company Name:	Print Name:
Operating as (if different than above):	Title: