

Client responsibilities:

Pay all invoices and collection fees/costs incurred for the employee associated to this time sheet. Overtime hours will be billed at the same multiple as Alter Ego is legally required to apply to the pay rate.

1. Alter Ego personnel are assigned to the client based on a specific job description. Any changes may alter the pay and bill rates. All changes from the original agreement must be reviewed and approved by Alter Ego's representative.

2. Client agrees to be responsible for any Alter Ego employee on assignment. The client will provide a safe and legal workplace, will assume all risks inherent in its business and keep Alter Ego harmless from those risks.

3. The client will prevent, and bear the risk of employees traveling, operating vehicles or machinery, working in unsupervised premises, or handling cash, keys, negotiables, credit cards, check-writing materials, merchandise, or confidential information.

4. Client understands and accepts that Alter Ego accounting employees cannot either render a professional opinion on any financial statement on behalf of Alter Ego or sign their names or the Alter Ego name to any financial statement or any tax return while on assignment.

5. Neither Client nor Alter Ego will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses.

6. The client agrees to give Alter Ego one (1) week advance notice of its intention to terminate an assigned employee having three (3) to twelve (12) months of uninterrupted service, and two (2) weeks advance notice in the case of an employee having one (1) to five (5) years of uninterrupted service. Clients are billed only for the actual hours worked by assigned staff. However, there is a minimum charge of three (3) hours per day.

Temporary personnel assigned to our clients are considered employees of Alter Ego. Should the client, or a division or subsidiary hire said employee on a permanent or temporary basis within a twelve (12) month period of their last assignment, Alter Ego regular fees are applicable. These fees are calculated at 1% per \$1,000 of salary with a minimum of 15% and a maximum of 30%. These fees apply in order to offset the considerable expense and revenue loss for the recruitment, evaluation and retention of its databases of assigned employees. Specific conditions may be altered by a written contract between the Client and Alter Ego.