



CONFIDENTIAL CREDIT APPLICATION  
PLEASE FAX BACK TO OUR CORPORATE  
OFFICE @ 269.385.8321

Complete Company Name: \_\_\_\_\_  
(Do Not Abbreviate)

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

County Business Located: \_\_\_\_\_

Contact Name/Title and e-mail address: \_\_\_\_\_

Work Site: \_\_\_\_\_

Accounting Contact Name/Title: \_\_\_\_\_

Type of Ownership:  Publicly Held  Privately Held  Corporation  Partnership  Sole Proprietorship

Years In Business: \_\_\_\_\_ Dun & Bradstreet #: \_\_\_\_\_ Annual Sales \$ \_\_\_\_\_

Name of Principals (Owner, Officers, Partners):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Annual Sales \$: \_\_\_\_\_ Net Worth \$: \_\_\_\_\_

Bank Reference (Depository Account):

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

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Trade Reference:

Account #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Trade Reference:

Account #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

"It is understood that credit decisions will be based largely on the information contained in this credit application. Therefore, all representations are warranted to be true and correct. The undersigned hereby authorizes OnStaff to obtain credit information from the references listed above for the purpose of establishing a line of credit. The undersigned also release OnStaff, its officers, directors, shareholders, employees, agents, subsidiaries, and affiliates from any and all liability related to contacting the above or other credit references."

I have read, and agree, to the terms and conditions on the reverse page

Offier/Owner/Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



Corporate Office:  
5207 Portage Rd. Portage, MI 49002  
T: 269.385.6292  
F: 269.385.8321

**CUSTOMER (“We”) agree as follows:**

Hours shown on timecard are correct and work was performed satisfactorily. We will pay for work performed, including sales tax and overtime at rate required by law. We will not allow OnStaff USA employees to work more than 8 hours in OnStaff USA workday or 40 in workweek (Sunday-Saturday) unless we obtain prior approval. We will notify OnStaff USA when work is subject to Service Contract Act, Davis-Bacon Act or similar prevailing wage laws.

OnStaff USA has expenses in maintaining its temporary staff (advertising, recruiting, testing, reference checking). We will not hire OnStaff USA employees, interfere with employment or cause employees to transfer to another service, without OnStaff USA’s prior written consent and settlement payment. We will not authorize OnStaff USA employees to operate vehicles without OnStaff USA’s prior written consent and OnStaff USA is not responsible for resulting damages, injuries or losses. There is a minimum charge per employee of four (4) hours for any one day.

OnStaff USA’s insurance does not cover design defects or products liability. We will not authorize OnStaff USA employees to approve plans, specifications, designs, maps, or render opinions without OnStaff USA’s prior written consent.

We will not leave our premises or valuable items unattended in presence of OnStaff USA employees, entrust same or advance money to OnStaff USA employees without OnStaff USA’s prior written consent. We will closely supervise OnStaff USA employees. We will report dishonesty claims in writing to OnStaff USA within 10 days of discovery and cooperate fully in investigation and subsequent prosecution.

We will promptly notify OnStaff USA when assignment ends and in event of invoice error.

We will not reassign OnStaff USA employees to different jobs without prior notice to OnStaff USA. If OnStaff USA employees are injured on assignment, we will promptly notify OnStaff USA. We will furnish OnStaff USA employees with a safe workplace. We comply with all applicable OSHA requirements and regulations and will notify OnStaff USA immediately of hazardous conditions, materials or chemicals in or near areas where OnStaff USA employees work.

We will comply with all civil rights and employment laws regarding OnStaff USA employees.

Terms and Conditions also apply to future orders and no oral statement will modify or otherwise affect them. We will defend, indemnify and hold OnStaff USA harmless, including reasonable attorneys’ fees (outside and corporate) and court costs if we fail to abide by Terms and Conditions.

**Our terms of payment are Net 10 Days. Please process remittances accordingly.**