



## Client Services Agreement School Division

Sunbelt Staffing, LLC (hereafter referred to as "Sunbelt") and

Alvord Unified SD

whose location is

(Client Name)

9 KPC Parkway

Corona CA 92879

(Street Address)

(City, State, Zip)

(hereafter referred to as "Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

### 1. Scope of Services.

Sunbelt, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Sunbelt will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Sunbelt will use its commercially reasonable efforts to find a replacement in a timely manner.

### 2. Term.

Consultant shall commence providing services under this Agreement on July 1, 2020 and will diligently perform as required or requested by Client as applicable. The term for these services shall expire on June 30, 2021.

### 3. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor that each Consultant shall be an employee of Sunbelt and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Sunbelt agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Sunbelt does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Sunbelt will notify Client in advance of the assignment in order to receive approval of this arrangement.

### 4. Telepractice Services.

Sunbelt, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

### 5. Insurance.

Sunbelt will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employers Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.

### 6. Competency and Licensing.

Sunbelt will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Sunbelt will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Sunbelt will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Sunbelt will make available to Client all appropriate Consultant records that Sunbelt may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. Sunbelt will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.



#### **7. On-Site Responsibility.**

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Sunbelt is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Sunbelt is not responsible for the Consultant's on-site performance given that Sunbelt does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Sunbelt's Consultant should be reported in writing and directly to Sunbelt immediately so that Sunbelt may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

#### **8. Employment of Consultants.**

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Sunbelt for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through Sunbelt. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Sunbelt upon start date.

#### **9. Equal Opportunity.**

It is the policy of Sunbelt to provide equal opportunity to all Consultants for employment. Sunbelt and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

#### **10. Professional Fees.**

Client will pay Sunbelt based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify Sunbelt if pre-approval is required for any or all overtime hours prior to any such hours being worked. Client contract with a Consultant requiring relocation, Client will pay a one-time fee of four hundred dollars (\$400.00) to cover travel and relocation expenses for each Consultant assigned to Client facility(ies).

#### **11. Payment Terms.**

Client will be billed on a weekly basis for all services provided during the previous week. Payment is due within fifteen (15) days of receipt of invoices. Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Sunbelt reserves the right to approve or to discontinue any extension of credit and the terms governing such credit. Should billing disputes arise, Client shall notify Sunbelt in writing within thirty (30) days of the receipt of the disputed invoice. Once the dispute has been addressed and all required corrections/adjustments have been made the original payment terms and default after 30 days will be in place.

#### **12. Administrative Responsibilities.**

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Sunbelt in writing within three (3) business days of alleged failure. Failure to notify Sunbelt before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Sunbelt of time sheet and work performed discrepancies.

#### **13. Limitation of Liability.**

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.



**14. Incident and Error Tracking.**

Client will report to Sunbelt any performance issues, incidents, errors and other events related to the care and services provided by Sunbelt employees. Sunbelt will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

**15. Reporting of Work-Related Injuries.**

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which Sunbelt's Consultant has been assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Sunbelt within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Sunbelt concurrently with Client for the purpose of reporting such event to Sunbelt's worker's compensation carrier. If Sunbelt's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Sunbelt and Sunbelt's Consultant.

**16. Termination of Contracted Assignment with Cause.**

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered averse to the overall operation of Client. Client may request that Sunbelt facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Sunbelt has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Sunbelt's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Sunbelt's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Sunbelt in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Sunbelt shall have five (5) business days to refill the position in the event of termination with cause. Should Sunbelt identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant's assignment.

**17. Termination of Contracted Assignment without Cause.**

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the thirty (30) day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Sunbelt as a result of such cancellation.

**18. Guaranteed Minimum Hours.**

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

**19. Paid Sick Leave.**

For those jurisdictions that have passed or will pass legislation requiring Paid Sick Leave, Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant assigned to Client. This section is not applicable until the effective date of such legislation has been reached.

**20. Unscheduled Facility Closure Policy.**

Sunbelt will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest,

# Sunbelt Staffing

riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Sunbelt. Sunbelt and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client and Sunbelt will negotiate a reduced rate based on anticipated length of closure, state and federal policies and emergency funding available. The reduced rate will not be more than 75% of the regular hourly bill rate for the total hours normally scheduled for the Consultant.

## **21. Multiple Locations.**

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Sunbelt for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

## **22. Issue Resolution.**

In the event Client encounters an issue that is not satisfactorily resolved by its Sunbelt representative, Client should escalate the issue to the appropriate Sunbelt manager. The Sunbelt manager contact is:

**Sunbelt Division Director, Telephone:** Kim Western, 813-792-3433

## **23. Indemnification.**

To the extent permitted by law, each party will be responsible for damages associated with third party claims to the extent of their respective negligence, willful misconduct or breach of this agreement.

## **24. Confidentiality.**

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of Sunbelt shall include, but is not limited to, any and all unpublished information owned or controlled by Sunbelt and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Sunbelt and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

## **25. Family Education Rights and Privacy Act.**

Sunbelt shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Sunbelt and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

## **26. State Retirement System Notice.**

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Sunbelt if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Sunbelt of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Sunbelt by the Client hereunder. The parties agree

# Sunbelt Staffing

that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Sunbelt. The Client and Sunbelt expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

## 27. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

## 28. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

## 29. Governing Law.

This Agreement shall be governed by the laws of the state of Delaware.

## 30. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. *(Please return all pages of this Client Services Agreement).*

### Alvord Unified SD

Client Name

Client Representative Signature

Date

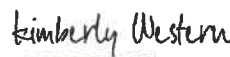
Paulina Nwuba

Print Name

Title

### SUNBELT STAFFING, LLC

DocuSigned by:



7/1/2020

Sunbelt Representative Signature

Date

Kimberly Western

Print Name

Vice President

Title



**Client Assignment Confirmation (Addendum A)**  
**Schools Division**

Client agrees to pay Sunbelt for hours worked by Consultant on the following terms:

Client Name: \_\_\_\_\_  
Sunbelt Consultant: \_\_\_\_\_  
Position: \_\_\_\_\_  
Assignment Start Date: \_\_\_\_\_ Assignment End Date: \_\_\_\_\_  
Bill Rate per Hour: \$ \_\_\_\_\_ Over Time Rate per Hour: \_\_\_\_\_  
Minimum Weekly Hours: \_\_\_\_\_ Weekly Hours: \_\_\_\_\_  
Expenses: \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_  
Service days according to published school calendar

- a. Sales tax will be added to professional fees required by state law and client is not a tax-exempt entity.
- b. Client agrees not to hire, directly or indirectly, personally or through an agent or agency, consultant with or employ Consultant for a period of one year after the latest date of introduction, referral, or completion of the assignment.
- c. If Sunbelt Consultant should be required to travel to other locations requested by the Client, the Client will be responsible for all expenses incurred.

***Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless the following Notice of Change(s) is received by Sunbelt Staffing within forty-eight (48) hours of Client's receipt of this Client Assignment Confirmation.***

***If no changes are needed, a signature response is not required.***



**Client Assignment Confirmation (Addendum A)**  
**Schools Division**

**Notice of Change(s)**

Client Name: \_\_\_\_\_  
Sunbelt Consultant: \_\_\_\_\_  
Position: \_\_\_\_\_  
Assignment Start Date: \_\_\_\_\_ Assignment End Date: \_\_\_\_\_  
Bill Rate per Hour: \$ \_\_\_\_\_ Hourly Rate per Hour: \$ \_\_\_\_\_  
Minimum Weekly Hours: \_\_\_\_\_  
Expenses: \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_

*The above change(s) are to be applied to the travel assignment(s) outlined in the Client Assignment Confirmation.*

\_\_\_\_\_  
Client Signature



## Client HR Requirements

Client: Alvord Unified SD

City, State: Corona CA

In an effort to provide all necessary documentation for travel healthcare professionals assigned to your facility, we ask that you complete this form to be used as a reference for all personnel placed in your facility.

### Standard Credentialing Package

As part of our Standard Credentialing Package, Sunbelt will provide the following prior to the start of a contracted assignment.

#### PROFESSIONAL:

Current CV / Resume  
Current Skills Checklist  
References

#### LICENSURE

Professional License  
Professional License Verification

#### EDUCATION:

CDC Guidelines for School Professionals  
FERPA Guidelines

#### BACKGROUND:

Criminal Background Check  
EPLS/GSA Exclusion Search  
HHS/OIG Search  
Sexual Offender Search  
OFAC Search

#### MEDICAL:

Hepatitis B Vaccination / Declination Form  
MMR Vaccination / Declination Form  
Physical Examination Waiver  
10-Panel Drug Screen

### Optional Credentialing

If your district requires any of the following in addition to our Standard Credentialing Package, please indicate below.

Credentialing Documents should be:

- ☐ a. Sent to District prior to assignment start  
☐ b. Documented in an Attestation that will be provided to District prior to assignment starts  
☐ c. Held on file by Sunbelt and provided should District request

### Licensing Details

Will the contracted professional be permitted to attend Orientation while license is in process? ☐ YES ☐ NO

Will the contracted professional be permitted to start their assignment while license is in process? ☐ YES ☐ NO

### School Calendar Request

☐ Check box to attach

☐ Check to fax to 877-831-8511



**RATE SCHEDULE****Client Name:** Alvord Unified SD**1. Hourly Rates**

<b>Category</b>	<b>Bill Rate per Regular Hour</b>	
Speech Language Pathologist	\$ 85.00-110.00	per hour
Physical and/or Occupational Therapist	\$ 85.00-110.00	per hour
SLPA, PTA and/or COTA	\$ 68.00-93.00	per hour
CFY	\$ 85.00-110.00	per hour
School Nurse – RN/LPN	\$ 68.00-93.00	per hour
Psychologist	\$ 90.00-115.00	per hour
Behavior Specialist	\$ 90.00-115.00	per hour
Guidance Counselor	\$ 69.00-93.00	per hour
Social Worker	\$ 68.00-93.00	per hour
Special Education Teacher	\$ 68.00-93.00	per hour
Life Skills Teacher	\$ 68.00-93.00	per hour
Sign Language Interpreter	\$ 68.00-93.00	per hour
Teacher of the Visually Impaired	\$ 90.00-115.00	per hour
Adaptive Physical Education Teacher	\$ 90.00-115.00	per hour
Orientation and Mobility Specialist	\$ 90.00-115.00	per hour
Music Therapist	\$ 68.00-93.00	per hour
Other: TDHH	\$ 85.00-110.00	per hour
Other: Teletherapy	\$ 10.00-15.00 premium charge	per hour
<b>Substitute for any discipline provided</b>	<b>\$ 15.00 per hour additional to rate quoted</b>	

2. A renewal rate increase will be negotiated between Client and Sunbelt for each consecutive assignment.

3. **Overtime** All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. Work week is defined as Sunday thru Saturday.

- ☐ No Overtime Hours are authorized under this Agreement

☐ Pre-approval of Overtime Hours Required.

☐ Approval may be given in writing or verbally.

☐ Approval may be given in writing only

4. **Mileage** If assignment involves providing services at more than one facility, travel time between facilities will be billed at the regular hourly rate. Mileage between facilities will be billed at the currently acceptable IRS reimbursement rate.

Client initials: \_\_\_\_\_

Sunbelt initials: \_\_\_\_\_



## CONTACT AND INFORMATION SUMMARY

### CLIENT

In an effort to increase efficiency for our Clients, Sunbelt Staffing will email service invoices. Should you wish to opt out of this process, please check here ☐

Client Name: \_\_\_\_\_  
 Invoicing Contact: \_\_\_\_\_  
 Invoice Email: \_\_\_\_\_  
 Invoice Email CC: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Staffing Contact      Name: \_\_\_\_\_ Email: \_\_\_\_\_  
                                  Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Accts Payable Contact:      Name: \_\_\_\_\_ Email: \_\_\_\_\_  
                                  Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Credentialing Contact:      Name: \_\_\_\_\_ Email: \_\_\_\_\_  
                                  Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### SUNBELT STAFFING, LLC

#### Correspondence Address

*Correspondence, Contracts, Contract Addendums, Notices\*, etc.*

**3687 Tampa Road, Suite 200  
 Oldsmar FL 34677**

Attention:      Wayne Bridges  
 Email:          wayne.bridges@sunbeltstaffing.com  
 Telephone:      813-792-3407  
 Fax\*:          877-831-8511

*\*Notices must be sent via US Mail*

#### Remittance Address

*Only payments should be sent to this address*

**Dept. CH 14430  
 Palatine IL 60055-4430**

#### Billing Disputes and Purchase Orders

Attention:      Anne Marie Stinehelfer  
 Email:          [annemarie.stinehelfer@sunbeltstaffing.com](mailto:annemarie.stinehelfer@sunbeltstaffing.com)  
 Fax:          877-831-8511