Companies of
J. J. YOUNG L.L.C.

1500 Central Ave.
Albany, NY 12205
Phone (518) 452-7090
Fax (518) 452-7095
www.jjyoung.com

Temporary & Permanent Staffing Service

March 4, 2013

Darcy Knapp
SEO Web Mechnaics
P.O. Box 368.
Altamont, NY 12009

Dear Darcy,

The Companies of J. J. Young provides qualified temporary employees that are pre-screened, guaranteed, and custom-matched to your job specifications. We also have a Temporary-to-Hire option, which allows these temporaries to become your full time employees after a trial period.

The following is a list of services we provide.....

- The Companies of J. J. Young acts as your personnel department including advertising, interviewing, screening, reference checking and skill testing.
- The Companies of J. J. Young payrolls the temporaries and assumes all employer responsibilities and liabilities (workers' compensation, unemployment insurance, payroll costs, and taxes). The Companies of J.J. Young insures and bonds all employees. Your company also saves the cost of benefits, vacation and holiday pay.
- The Companies of J. J. Young is extremely safety conscious. All candidates are pre-screened to determine their ability to perform essential functions of the position. Safety procedures will be reviewed with our temporaries, as well as your in-house safety training.
- The Companies of J. J. Young provides Quality Checks to your company to assure your complete satisfaction with our temporaries and our services
- In the event that any of our employees are unsatisfactory, for reasons of skills, work or demeanor, and we are notified within four (4) hours after the start of assignment, you will not be charged for the work performed during those four (4) hours.

The following has been designed solely for SEO Web Mechanics for the following position (s):

POSITION	HOURLY PAY RATE	HOURLY BILL RATE
"Pay Rolling"	$12.00	$17.04
"Pay Rolling"	$15.00	$21.30

The Temp-to-Hire period will be ninety Working Days (720 hours) after which the temporary may be converted to your payroll at no additional charge. Temporaries may also be retained indefinitely. If you wish to convert the candidate to your payroll prior to ninety working days, we will be happy to calculate a conversion charge at any time.

You will be billed on a weekly basis for hours worked by the employee. Payment is due on a weekly basis. There is a four-hour minimum billing per employee per day.

In the event your company hires the applicant for any position in your company within one year of our initial referral, your company will be held responsible for our fee.

Thank you for the opportunity to work with your company, we look forward to a long relationship.

Sincerely,

Meghan Drake
Account Executive

Signature

Pres
Title

03/10/13
Date