

Name of the authorized representative: \_\_\_\_\_ Contract no: \_\_\_\_\_

## SERVICE CONTRACT

*Happy employees*

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

*> Satisfied customers Profitable company*

**Everyone wins!**

### Client Information

First name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Telephone no: \_\_\_\_\_ code: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Billing Information

First name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Telephone no: \_\_\_\_\_ code: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Services

#### Number of Employees

- 0
- 1-4
- 5-9
- 10-19
- 20-49
- 50-99
- 100-149
- 150-250

#### Duration

- 1 year
- 3 years (-5%)
- 5 years (-15%)

#### À la carte

- Recruitment
- Job profile
- Employment contract
- Employee handbook
- Onboarding of new employees
- Management of disciplinary files
- Conflict resolution
- Development of HR policies
- Management of CNESST matters
- Management of employee benefits
- HR diagnostics
- Action plan
- Succession plan
- Development of performance indicators
- Individual consultation
- Change management
- Payroll services
- Criminal background checks
- Management of 1% of payroll for training purposes
- Total compensation
- Pay equity
- Organizational transformation
- Coaching for management and employees
- Mass termination
- Harassment investigation
- International recruitment

#### Services Included

- Evolution Package**
  - Recruitment
  - Job profile
  - Employment contract
  - Employee handbook
  - Onboarding of new employees
  - Management of disciplinary files
  - Conflict resolution
  - Development of HR policies
  - Management of CNESST matters
  - Management of employee benefits
  - HR diagnostics
  - Action plan
  - Succession plan
  - Development of performance indicators
  - Individual consultation

Monthly amount:  
+tx



THIS FORM IS FOR INTERNAL USE ONLY

## PAD AGREEMENT Preauthorized Debits

Contract no

### 1. CUSTOMER CONTACT INFORMATION

Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province \_\_\_\_\_ PC \_\_\_\_\_  
Telephone no: \_\_\_\_\_ Cellphone : \_\_\_\_\_

### 2. BANK ACCOUNT INFORMATION (ATTACH A SPECIMEN CHEQUE)

Deposit account number:

Branch transit number:

Financial institution number:     Checking account

Savings account

Name of the institution: \_\_\_\_\_

Branch address: \_\_\_\_\_

### 3. DETAILS OF THE PREAUTHORIZED DEBIT (PAD)

You, the payer, authorize HR SUPPORT to debit the above-mentioned bank account in the amount of \_\_\_\_\_ \$ each time the value of the services you have purchased, including applicable taxes, reaches this amount, for contract # \_\_\_\_\_

You, the payer, may revoke your authorization at any time upon providing a 30-day notice. To obtain a specimen cancellation form or for more information about your right to cancel a PAD agreement, please contact your financial institution. The payer is aware that the termination of this PAD agreement has no effect on the contract for goods or services entered into between the payer and HR SUPPORT.

Account holder's signature \_\_\_\_\_

Joint account holder's signature (if applicable) \_\_\_\_\_

Name (printed) \_\_\_\_\_

Name (printed) \_\_\_\_\_

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

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

You have certain recourse rights if a debit is not in accordance with this agreement. For example, you have the right to receive a refund of any unauthorized or non-compliant debit under this PAD agreement. For more information on your recourse rights, please contact your financial institution.

### CREDIT CARD - SECTION RESERVED FOR RESTRICTED USE

#### 4a. CREDIT CARD INFORMATION (if the PAD is to be debited from a credit card)

VISA  
 MC  
 AMEX

Expiration date

#### 4b. CREDIT CARD INFORMATION (if payment for the devices is to be debited from a credit card)

VISA  
 MC  
 AMEX

Expiration date

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### Recruitment Service Clause

**Purpose:** This agreement sets forth the terms under which the service provider, herein referred to as "HR Support USA," agrees to provide the Client with personnel recruitment services.

**Services:** HR Support USA commits to:

- a. Assessing the Client's recruitment needs.
- b. Posting job advertisements on relevant platforms.
- c. Preselecting candidates based on the criteria set by the Client.
- d. Organizing interviews and conducting tests, if applicable.
- e. Providing the Client with a shortlist of qualified candidates.

**Compensation:** The Client agrees to compensate HR Support USA according to the terms outlined in the annex to this contract. This compensation includes any platform fees associated with job listing sites such as Indeed, LinkedIn, and any other platforms used. Billing will be executed every 2 weeks or upon the successful placement of a candidate, as agreed upon.

**Confidentiality:** Both parties commit to maintaining the confidentiality of all information exchanged under this agreement.

**Duration and Termination:** This agreement is entered into for a period of one year, with automatic renewal. Either party can terminate the contract by providing a thirty (30) day notice.

**Governing Law and Jurisdiction:** This agreement shall be governed by and construed in accordance with the laws of the state of Florida, United States. Any disputes arising out of or related to its interpretation or execution will be submitted to the competent courts of Florida.



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[www.hrsupportusa.com](http://www.hrsupportusa.com) • [andres@hersupportusa.com](mailto:andres@hersupportusa.com)  
**561-213-2638**

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The Service Provider agrees not to disclose any confidential information obtained during the provision of services, except with the written authorization of the Client.

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Service provider's signature

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Client's signature

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Name (printed)

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Name (printed)

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Date:

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Date:

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Signed at:

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Signed at: