



Recruitment and Talent Management System

#111 St., Sta. Mesa, Manila Philippines

Client Agreement

Company Name:

Address:

Tel No:

Contact Number:

Branches:

AGENCY's Duties and Responsibilities:

Recruit, screen, interview, and assign its employees to perform the type of work described on Exhibit A under Client's supervision at the locations specified on Exhibit A.

Pay Assigned Employees' wages and provide them with the benefits that STAFFING FIRM offers to them.

Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees.

Require Assigned Employees to sign confidentiality agreements (in the form of Exhibit C) before they begin their assignments to CLIENT.

CLIENT's Duties and Responsibilities:

Properly supervise Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property.

Provide Assigned Employees with a safe work site and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site.



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Agency: _____

Signature: _____

Printed Name: _____

Date: _____

Client: _____

Signature: _____

Printed Name: _____

Date: _____