

CREDIT APPLICATION



#113, 3825 34 St. NE,
Calgary, AB, T1Y 6Z8
Phone: 403-301-0260
Edm Phone: 780-454-9800
Fax: 403-291-0854

Company Information

Legal Company Name:		Trade Name (if different from legal):	
Address:			
Telephone:	Fax:	Contact Name:	
Legal Ownership? <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor		Years In Business:	

Bank Information

Name of Bank:	Contact	Telephone:
Bank Address:		Account #:

Trade References

Trade Name:	Address:
Telephone:	Fax (IMPORTANT):
Trade Name:	Address:
Telephone:	Fax (IMPORTANT):
Trade Name:	Address:
Telephone:	Fax (IMPORTANT):

We declare that the above information is true, correct and complete and is given to induce A Helping Hand to extend credit. We authorize A Helping Hand to make such credit investigation as they see fit, including contacting the above trade references and bank and obtaining credit reports. We authorize all trade references, banks and credit reporting agencies to disclose to A Helping Hand any and all information concerning the financial and credit history of my company and myself. I further acknowledge that payment terms are Due Upon Receipt and interest of 1.5% per month (18% per annum) will be charged on all overdue invoices.

Signature of Authorized Officer:	Date:
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LET US GIVE YOU A HELPING HAND

Our name says it all! We are committed to the concept that “BRIDGING PEOPLE BUILD'S SUCCESS”!

A Helping Hand provides personnel for both short term and long term assignments, to help benefit your company. Our sister company, **Global Contractors Management Group.**, is a United States Registered company which brings in foreign workers for your business needs.

Our workforce consists of hundreds of experienced, certified, and capable individuals. We understand the need for flexibility and reliability in the work force and believe our staffing service has the solution for you.

Our professional and experienced office staff will focus on working closely with you to guarantee that your staffing needs are met in a timely, effective and cost efficient manner. Feedback, good or bad, is always encouraged and welcomed. After our services are used, we follow up with you to ensure you were supplied with the appropriate personnel, which allows us to better assist your future needs.

Our services include Labour, Administration and Health Care. Since having the right kind of people working for your company is crucial to your business success we are continuously developing and improving our services and are proud to say that we can offer you all of the following solutions in an all inclusive outsourcing package that can be tailored to your specific needs:

- ❖ Access to workers all across Canada to offset personnel shortages in other areas of the country.
- ❖ Ability to recruit globally in order to meet your specific personnel requirements.
- ❖ Daily Electronic Invoicing/ Humanis software
- ❖ Competitive/ Cost Effective Rates
- ❖ Flexibility/ Adaptability in meeting your company's needs
- ❖ Workers Compensation, Employment Insurance, and Payroll Services, which include the withholding of applicable taxes.
- ❖ Support you with LMO services for foreign personnel.

We are currently part of the ACSA CORE Program. We are committed to a health and safety management system aimed at protecting our employees, our property, other workers, and the general public from accidental losses. Our goal is to have a healthy, accident free work place by involving our employees and clients to ensure safety is encompassed in all areas of the workplace. By working together we can achieve this goal.

Prompt and courteous services, along with personalized attention are our goals. Please email us at orderdesk@ahhand.com and let us meet your personnel needs. Our behalf of our entire team and Global Contractors Management Group, we look forward to working with you.



Labour Areas

A Helping Hand offers both skilled and unskilled labourers. When placing orders you must use our Electronic Work Order form. In order to provide the fastest service, please specify the type of job to be performed, and any other billing information (i.e. Supervisors to report to, purchase order numbers, job specification etc.) These work orders must be emailed to orderdesk@ahhand.com.

The workforce that we have assembled has a wide variety of previous experiences. The general experience costs are:

General & Skilled Labourers, Construction, Drivers, Warehouse Personnel and Landscapers

4 hour minimum may be applied to specific rates.

Rates (Subject to change)

The below rates are only hourly rate, not including the foreign worker LMO, application and process, transportation and accommodation cost.

General Labourers:	\$20.95/hr
Skilled/ticketed Labourers:	\$21.95-\$27.95/hr (dependant on required skills)
Swapers/ Lumpers (DAY):	\$19.95/hr
Swampers/ Lumpers (NIGHT):	\$21.95/hr
Forklift Operators:	\$25.95/hr
Shutdown Labourers:	\$28.95/hr
Equipment Operators:	\$31.95/hr
Travel Time:	\$18.00/hr
Food allowance	\$40/day
Transportation	Additional 15% of booking fee
Urinalysis (Drug Test)	\$50.00 per test per person
Labour Delivery Fuel Surcharge:	\$15.00/trip (within City Limits)
Labour Delivery Fuel Surcharge:	\$25.00/trip (outside City Limits)
Criminal background checks	\$45

Administrative Services Provided

Our services include, but are not limited, to the following:

Reception:	\$26.95/hr
Secretarial:	\$27.95/hr
File Clerks:	\$25.95/hr
Bookkeeping:	\$27.95/hr
Data Entry Clerks:	\$26.95/hr



Cancellations

We require two hours cancellation time prior to the start of a shift; otherwise a four hour charge will be incurred per worker. Cancellations must be called in the specified two-hour time frame. Please refer to Client Agreement Form.

Minimum Call-Out

Time charged to the client will be based on the time spent at the client's worksite. Please note the minimum charge is four (4) hours per employee. For warehouse swamping services, the minimum charge is four (4) hours **per individual, per trailer**.

Overtime Policy

The Labour Law states that overtime must be paid for any time worked greater than 8 hours per day at 1.5 times the normal hourly rate. We will charge overtime rate if workers work more the 8 hours per day on a single task assigned.

Statutory Holidays

The following days will be charged at time and a half:

New year's	Family Day	Good Friday	Remembrance Day
Victoria Day	Labor Day	Thanksgiving Day	
Christmas Day	Civic Day	Canada Day	

Invoices

We invoices electronically. Invoices are due upon receipt. After 30 days from the date of the invoice, interest accrues at 1.5% (18% annually). We require all clients to email electronic work order at ordercanada.com. We prefer hours emailed on our master time ticket.

Safety

We ask our clients to assist us in our commitment to the safety of our employees by providing us with the following:

- 1) Orientation of your company- if you do not provide orientation to our staff, we can provide orientation before we staff them out.
- 2) Job Procedures/ Practices- to ensure A Helping Hand Staff know the safe procedures on how to do their job properly to limit the chance of injury.
- 3) Hazards- we will relay the hazards associated with the duties being performed before we staff out our employees, and place them in your client file.



- 4) Training/ Safety Meetings- if you provide on the job training/ safety meetings, we ask that you send us a copy or letter/minutes stating the training/ meetings that is provided to our employees, to be placed in their training file.

This information is relayed to our employees to inform our employees of the safety issues associated with their job duties.

We thank you for assisting us in our goal for a safe and accident free work place.



WORK ORDER

#1133 8253 4th St NE

Calgary, AB T1Y6Z8

Phone 403-301-0260

Fax 403-3291-0854

Email: orderdesk@ahhand.com

#200 8749 53 Ave NW

Edmonton, AB T6E5E9

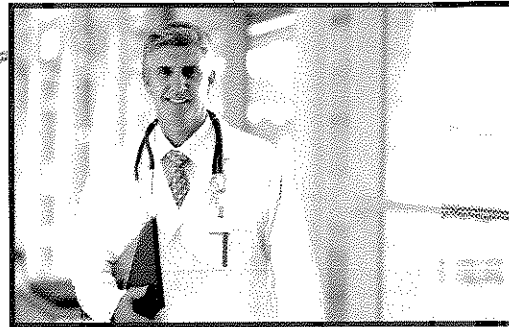
Phone 780-454-9800

Fax 780-454-1490

Email: orderdesk@ahhand.com

Order Details					
Client Name			Job Location		
PO #	Load #				
Appointment #					
Airway bill #					
Time of shift				Truck #	
Number of workers required				Date of Shift	
Contact person name at Job location			Carrier Name:		
Contact number for person at Job location			Any other info:		
Safety Equipment Required- Y/N					
Steel Toed Boots		Hard Hat		Gloves	
Ear plugs		Safety glasses		Safety vest	
Special Instructions:					
Special Requirements					
Hazards on job					
<p>Customer Agreement :This is to certify that all information provided in this order is sufficient to process the order and can be billed without errors. Agency is not responsible for any additional information requested from client's account payable if not provided herein. Invoices are due upon receipt. Any payments not received within 30 days from the date of the invoice will be subject to interest charges at 1.5% per month (18% per annum).</p>					
Client Representative Name			Client Representative Signature		
Phone number:					

HEALTH CARE STAFFING, AND SERVICES FOR YOUR EVERY NEED



**RECRUITING EXPERTS FOR TEMP
TO PERM, CONTRACT AND
PEREMINENT PLACEMENT FOR
HEALTHCARE PROVIDERS
COMPANIONS, PCA's,
LPN's, RN's**

A helping hand recognizes and respects the unique and valuable role of providing clients with qualified and reliable personnel that sets us apart from others providing similar services. We have proven to be able to adapt to any situation that might arise, to ensure your needs are satisfied.

We are passionate about our commitment to our customers and candidates. We believe trust, respect, and integrity are vital in performing our services for you. We diligently maintain high ethical standards and quality staffing solutions for you !!

NEED A HELPING HAND?

Contact Us At:

Calgary: 403-301-0260

Fax: 403-301-0264

Edmonton: 780-454-9800

Fax: 780-454-1490

E-mail: contactus@ahhand.com

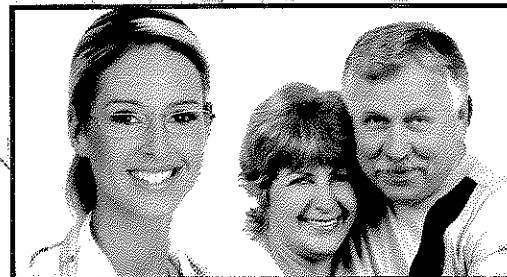
Address

Unit #113, 3825-34 th Street NE
Calgary, Alberta, Canada
T1Y 6Z8

TOLL FREE

Calgary: 1-877-814-4357

Edmonton: 1-866-994-4357



OUR MISSION

TO DELIVER QUALITY STAFFING SOLUTIONS TO OUR CLIENTS SO AS TO SUIT THEIR EVER CHANGING NEEDS. WE BELIEVE IN PARTNERSHIPS WITH BOTH OUR CUSTOMERS AND CANDIDATES, AND IT WILL ALWAYS BE A PRIORITY TO SATISFY BOTH DISTINCT MARKETS