

## WE PROVIDE

- ◆ Experienced Placement Staff
- ◆ Professional Evaluation Of Applicant
- ◆ Skills To Ensure Appropriate Placement For You, The Client
- ◆ Workers' Compensation Insurance
- ◆ Reference Checks
- ◆ Drug Screens / Physicals When Required
- ◆ Safety Program
- ◆ Weekly Invoicing
- ◆ 24-Hour On-Call Service
- ◆ Recruitment For Specialized Job Orders
- ◆ Temp-To-Hire (90-Day Evaluation Period)
- ◆ Long or Short-Term Staffing
- ◆ OSHA, ADA, EEOC (Employee Awareness Team)
- ◆ Prevailing Wage Capabilities
- ◆ Seasonal Staffing
- ◆ Special Event Staffing
- ◆ Only 4-Hour Minimum Requirement
- ◆ We Are The Temporary Employee's Employer Of Record
- ◆ Full Payroll Servicing Available
- ◆ Employee Leasing

Corporate  
(432) 550-4059

Midland, TX  
(432) 550-4059

Odessa, TX  
(432) 550-4059

Hobbs, NM  
(575) 391-0072

Online At:  
[1stsgusa.com](http://1stsgusa.com)

San Angelo, TX  
(325) 227-8953

Round Rock, TX  
(800) 383-5603

Oklahoma City, OK  
(405) 634-8367

Ardmore, OK  
(580) 226-8367

# WHO WE ARE AND HOW TO CONTACT US

## 1st Staffing Group USA Texas Phone Numbers:

Odessa Phone:	(432) 550-4059
Odessa Fax:	(432) 552-9442
Midland Phone:	(432) 550-4059
Midland Fax:	(432) 552-9442

## 1st Staffing Group USA Texas Staff Members Are:

Partner:	Donnie Davis
Partner:	Darren Davis
Director of Operations:	Lori Kidd
Risk Manager:	Bill Behrends
Risk Coordinator:	Marsha Davis
Finance Manager:	Karen Jackson
General Manager:	Cheryl Lewallen
Marketing Representative:	Willie Spears
Office Supervisor:	Christine Bustamante
Staffing Specialist:	Kassie Orr
Staffing Specialist:	Michael Brown

**Business Hours are Monday - Friday 8:00am - 5:00pm**

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# WHO WE ARE AND HOW TO CONTACT US

## 1st Staffing Group USA Oklahoma Phone Numbers:

OKC Phone:	(405) 634-8367
OKC Fax:	(405) 631-7991
Ardmore Phone:	(580) 226-8367
Ardmore Fax:	(580) 226-8372

## 1st Staffing Group USA Oklahoma Staff Members Are:

Partner	Donnie Davis
Regional Manager:	Cathy Siders
General Manager:	Delores Jeans
Marketing Specialist:	Dawn Dykzeul
Staffing Specialist:	Ginger Austin
Staffing Specialist:	Pam Stilwell
Staffing Specialist:	Beverly Butler
Administrative Assistant:	Susan Wechter
Administrative Assistant:	Elizabeth Negrete

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# WHO WE ARE AND HOW TO CONTACT US

## 1st Staffing Group USA Texas Phone Numbers:

Round Rock Phone: (800) 383-5603  
Round Rock Fax: (432) 552-9442

## 1st Staffing Group USA Texas Staff Members Are:

Partner: Donnie Davis  
Partner: Darren Davis

**Business Hours are Monday - Friday 8:00am - 5:00pm**

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# WHO WE ARE AND HOW TO CONTACT US

## 1st Staffing Group USA Texas Phone Numbers:

San Angelo Phone: (325) 227-8953  
San Angelo Fax: (325) 227-8954

## 1st Staffing Group USA Texas Staff Members Are:

Partner: Donnie Davis  
Regional Manager: Janis Dunlap  
Staffing Specialist: Irma Rojas

**Business Hours are Monday - Friday 8:00am - 5:00pm**

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# WHO WE ARE AND HOW TO CONTACT US

## 1st Staffing Group USA New Mexico Phone Numbers:

Hobbs Phone: (575) 391-0072  
Hobbs Fax: (575) 391-0074

## 1st Staffing Group USA New Mexico Staff Members Are:

Partner: Donnie Davis  
Office Supervisor: Jerilyn Reynolds

**Business Hours are Monday - Friday 8:00am - 5:00pm**

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# TERMS AND CONDITIONS

## TERMS AND CONDITIONS

The following terms and conditions form the basis for 1st Staffing Group USA (hereinafter referred to as 1SG) supplying contract temporary help to Client companies. The signature of the Client or his agent on the timecard constitutes full acceptance of the following:

1. It is agreed that the Liability Insurance furnished to 1SG Employees does not cover the operation of the Client's motor vehicles by any 1SG Employee, nor does it cover physical loss or damage of machinery, equipment or materials of the Client while in the care, custody or control of a 1SG Employee.
2. It is agreed that the Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of the Client's motor vehicle, whether owned or rented, by a 1SG Employee.
3. It is agreed that the Client will not entrust a 1SG Employee with unattended premises or any part hereof, or with the care, custody, control of cash negotiables, or other valuables without prior permission of 1SG and then only when 1SG's Employee's specific duties necessitate such activities.
4. It is agreed that the Client will promptly notify the local 1SG office if an injury should occur.
5. It is agreed that the Client shall notify 1SG of any changes in the duties of 1SG's Employee from those originally described to 1SG.
6. It is agreed that charges for temporary help are due upon receipt of an invoice and the Client agrees to pay the charges evidenced by the timecard promptly.
7. Minimum Billing – 4 hours per day per Employee. Time is rounded to the nearest quarter-hour. Over 40 hours in one week will be billed at one and one-half times the normal hourly billing rate as required by law.
8. Settlement Payment - You recognize that 1SG has expenses in maintaining a temporary staff (advertising, recruiting, testing, checking of licenses, references and health status, if applicable, etc.) If you transfer a 1SG employee to your payroll or an affiliate's payroll as an employee, consultant or utilize this services through another temporary or outsourcing service before they have completed 500 regular hours of service or within ninety calendar days after termination of this person's temporary assignment, You (the customer) agree to pay a minimum of \$2500 per employee unless otherwise agreed upon by 1SG.

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# SAFETY ALERT

## TO OUR CUSTOMERS:

Please assist us in providing a safe work environment for our associates. If, however an associate is injured on the job, please use the following guidelines:

1. Please insure that the employee wears appropriate safety equipment.
2. If Emergency Medical Service is called, please transport to the nearest hospital or medical facility.
3. Please call our local office.
4. If injury does not require Emergency Medical Service, contact our local office for further instructions.

We make every effort to provide you with a safe and productive associate. Your assistance in providing a job safety briefing would benefit you and the associate.

## Thank You And Have A Safe Day!

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# AFFILIATE OFFICES

**1st Staffing Group USA, Ltd.**  
**1stsgusa.com**

**Corporate / Direct Hire Office:**

1st Staffing Group USA  
4526 E. University Blvd. - 2-C  
Odessa, TX 79762  
(432) 550-4059  
Contact: Lori Kidd - lhuff@1stsgusa.com

**Affiliate Offices:**

1st Staffing Group USA  
4526 E. University Blvd. - 2-D  
Odessa, TX 79762  
(432) 550-4059  
Contact: Cheryl Lewallen - clewallen@1stsgusa.com

1st Staffing Group USA  
4400 N. Big Spring Suite A-11  
Midland, TX 79705  
(432) 550-4059  
Contact: Christine Bustamante - christine@1stsgusa.com

1st Staffing Group USA  
7249 S. Western Ave. - Ste 200  
Oklahoma City, OK 73139  
(405) 634-8367  
Contact: Cathy Siders - cathy@1stsgusa.com

1st Staffing Group USA  
1116 Walnut Drive  
Ardmore, OK 73401  
(580) 226-8367  
Contact: Delores Jeans - delores@1stsgusa.com

1st Staffing Group USA  
4001 Sunset Drive - Sunset Mall  
San Angelo, TX 76904  
(325) 227-8953  
Contact: Janis Dunlap - janisd@1stsgusa.com

1st Staffing Group USA  
301 N. Grimes Ste A  
Hobbs, NM 88240  
(575) 391-0072  
Contact: Jerilyn Reynolds - jreynolds@1stsgusa.com

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# CREDIT APPLICATION

<b>FAX COVER SHEET</b> <b>CREDIT APPLICATION &amp; INTRODUCTION LETTER</b>	
Date Faxed: ___/___/___	From: _____
To: _____	Total Pages: _____
Attention: _____	
Comments: _____	
_____	
_____	
_____	
_____	

Thank You For Your Interest In 1st Staffing Group USA.

We Look Forward To A Long-Term Relationship With Your Organization.

Our Company's Policy Is To Have A Credit Application and Service Agreement Completed By Every New Customer. The Credit Application Needs To Be Completed, Signed, And Faxed Back To Our Office Indicated By A Check Mark Below Within 3 Business Days From The Date Of Your First Order For Temporary Employees. If You Have Any Questions While Filling Out The Credit Application, Please Direct Them To The Manager Of The Office Indicated Below.

Once The Credit Application Has Been Completed And Signed, Please Fax It Back To 1st Staffing Group USA At:

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Attn: \_\_\_\_\_

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