

The following are agreed upon by both parties. They represent the terms and conditions of service.

1. The client will not ask, request or require the home companion or caregiver to perform or assist in any tasks or duties which Network Personal Services Inc has not agreed to beforehand.
2. The client will not ask, request or require the home companion or caregiver to perform or assist in any tasks or duties for which they are not fully qualified or trained. The client or the client's agent agree to promptly report and unprofessional conduct on the part of any Network Personal Inc. employee.
3. The client will not expose the home companion or caregiver to any unreasonable health or safety hazards or risks. The client and/or the designated contact will inform Network Personal Services Inc. of any existing or potential hazards prior to a home companion or caregiver arriving.
4. A contract person will be established for communication with Network Personal Services Inc. They will be responsible for confirming hours worked and for making payments to Network Personal Services Inc.
5. The client and/or a representative of the client will not approach anyone employed by Network Personal Services Inc. with an offer of employment. If found to do so, a fee of up to the equivalent of 4 weeks of service will be invoiced to the client.
6. No money, cheques or restitution is to be provided to or given to any Network Personal Services Inc, home companion or caregiver. Network Personal Services Inc requires that its employees provide a Criminal Background Check from a local police service and reviews references. However Network Personal Services Inc. is not liable or responsible for any items, property or money that the client believes or has cause to believe were removed, broken or taken. Instead these are to become criminal matters and will be vigorously pursued.
7. Network Personal Services Inc will invoice the client and/or the designated contact on a weekly basis. The invoice is payable within seven (7) days of receipt. A late payment fee of two percent (2%) per month will be added to any invoice for which payment has not been received within thirty (30) days.
8. Cancellations must be made no later than twelve (12) hours in advance.

9. Shifts will be billed at a minimum of three (3) hours unless previously confirmed. Network Personal Services Inc. pays its employees overtime after 44 hours in a week and Statutory Holiday pay, in compliance with employment standards legislation and invoices its clients accordingly.
10. The person signing this agreement as the 'Client' assumes all responsibility for paying all invoices submitted by Network Personal Services Inc and by signing this acknowledges that these terms are binding.

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*Client name*

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*Client's address*

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*Person responsible for paying invoices*

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*Signature*

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*Date*