

For Office Use Only	
Credit	<input type="checkbox"/>
Send Invoice	<input type="checkbox"/>



151 W. 40th St.  
Tucson, AZ 85713  
Phone: (520) 882-9668 Fax: (520) 792-3862  
**PRIMAVERA WORKS BUSINESS ACCOUNT APPLICATION**

How did you hear about us?  
\_\_\_\_\_

Corporate Name: \_\_\_\_\_

Company Name (DBA): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(Contact person is authorized to request workers.)

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

Preferred Method of Payment: Credit Card \_\_\_ Prepay \_\_\_ Send Invoice \_\_\_  
Credit Card #: \_\_\_\_\_ Visa or Mastercard (Circle One)  
Exp Date: \_\_\_\_\_

*(Needed to establish account, will not be used as payment unless requested to do so or if account becomes delinquent)*

\_\_\_ Yes, please bill my Credit Card    \_\_\_ No, Send Invoice, bill my credit card only when my account becomes delinquent.

Business Type: Corporation \_\_\_ Partnership \_\_\_ Proprietor \_\_\_  
(Choose One)

EIN: \_\_\_\_\_ Year Established: \_\_\_\_\_

Credit Limit Requested:  
\_\_\_\_\_

Banking Reference: \_\_\_\_\_ Branch: \_\_\_\_\_  
Banking Officer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Account Number(s): \_\_\_\_\_

Trade Reference:  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_

**Trade Reference:**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

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**Trade Reference:**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**The above information is true and correct to the best of my knowledge. I authorize Primavera Works to make whatever inquiries it considers necessary to investigate this application. If credit is extended, I agree to the terms of the contract I sign with Primavera Works.**

**In the event I (or the Corporation) default(s) in payment of our account and the account is referred to collection, I (or the Corporation) understand and agree that costs of collection, attorney fees, court costs, etc., will be paid by me (or the Corporation).**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Owner, Corporate Officer, Comptroller)**

**Title:** \_\_\_\_\_

# **PRIMAVERA WORKS CUSTOMER GUIDELINES**

- 1) The Customer may be asked to submit a brief credit application. As we pay all of our temporary Employees the same week that they work, our payment is due upon receipt.**
- 2) The Customer is responsible for supervision and training of all Employees. No warranty or guarantee is made to the availability or qualifications of temporary Employees in accordance with the Customer's requirements. Primavera shall not be held liable for any loss arising from failure or inability to supply temporary Employees or temporary Employees that do not satisfy the Customer's requirements.**
- 3) Each temporary Employee is given a time card that the Customer signs as proof of hours worked at the job site. The Customer's signature constitutes acceptance in full of all information on the time card. The Customer retains the pink copy for their records. All breaks that are twenty minutes or less by law must be paid time.**
- 4) Primavera has a four-hour minimum work requirement. If the job is completed before the four-hour minimum that was contracted by the Customer, the Customer will be billed the four hours. If, however, the temporary Employee becomes ill or is called away for an emergency, the Customer will only be billed for the time that the temporary Employee actually works.**
- 5) If a job is cancelled without reasonable notification during business hours, and the temporary employee (s) is either in route or has arrived at the job site, the Customer will be billed the four-hour minimum in order to avoid loss of work for the temporary Employee.**
- 6) If the Customer finds that a temporary Employee is not fit for the requested assignment, Primavera will make every effort to replace the temporary Employee at no additional charge to the Customer, provided the Customer contacts Primavera within two hour's of the temporary Employee's arrival. In no circumstance should a temporary Employee drive any vehicle while under the supervision of the Customer as the temporary Employee is not covered by Worker's Compensation Insurance to drive.**
- 7) Invoices are issued on a weekly basis and payment must be made directly to Primavera. In no circumstances should payments be made to temporary Employees, as they have no authority to receive payments due Primavera. If the Customer wishes to hire a temporary Employee, temp-to-hire arrangements can be made at no charge to the Customer.**
- 8) The Customer is requested not to give out personal phone numbers to temporary Employees. The Customer must schedule all work through Primavera Works and must direct all correspondence concerning future work to Primavera Works. In no circumstance should a Customer hire an Employee on a cash basis on the side as the Employee is not covered by Workman's Compensation Insurance.**

*\*A complete copy of "terms and conditions of service" is on the back of time cards.*