



LETTER OF ENGAGEMENT

Thank you for contacting **Dependable Dental Staffing, L.L.C.** (“D.D.S.”) regarding our referral and placement services and your desire to be listed with our Company. D.D.S. is a company with its primary mission to provide professional and quality service to dental personnel and dental practices alike. This is accomplished by assisting dental practices in fulfilling their staffing needs as well as helping dental personnel find great jobs. D.D.S. works to provide both permanent and temporary dental personnel placement. This letter outlines the services that D.D.S. will provide and your responsibilities to D.D.S., as they relate to your engagement of D.D.S. as a referral and placement service.

Application and Warranties.

You have completed the required application form and D.D.S. is relying on the information you provided in that application as well as any supporting documents you have provided as requested by D.D.S. in accepting you to be listed with D.D.S. as a Contract Dental Personnel.

Fees.

D.D.S. is also in receipt of your administrative processing fee in the amount of Twenty-Five and 00/100 Dollars (\$25.00). This fee is a non-refundable one-time fee. You will pay D.D.S. no other fee for this Engagement.

Request for Services.

You have requested that D.D.S. list you as a Contract Dental Personnel with its referral and placement service and that D.D.S. assist you in identifying possible opportunities for hire by referring you to and placing you in dental practices. D.D.S. will agree to assist you for a period of one (1) year from the date of this letter (“Date of Engagement”), unless that relationship is otherwise sooner terminated as later explained in this letter.

Services Provided.

Contingent upon your continued compliance with the expectations of D.D.S., the Company agrees to provide the following services to you:

1. Opportunities to work in dental practices in Columbus, Ohio and the surrounding area as they become available to D.D.S.;
2. All the needed information for the given placement (i.e. time to show up for work, contact name and telephone number, what to wear.);
3. A verbal commitment in advance from the dental office as to the amount of wages you are to be paid daily. The office will pay you in a timely manner, and give you an idea of when you should expect to receive your check; and
4. Opportunities to apply for permanent positions if that are what you are seeking.

While D.D.S. will work throughout the period of Engagement to make referrals, We can make no guarantee of the success of any referral or placement.

Expectations of D.D.S. for listing you as Contract Dental Personnel.

In order for D.D.S. to continue to list you for referral and placement, you agree to the following:

1. To maintain appropriate credentialing and licensure required for you to legally provide your respective services in the State of Ohio. By way of example and not by limitation, you must hold a valid radiographer's certificate in order to take dental radiographs if you are being placed as a dental assistant, hold a valid and unrestricted license as an expanded function dental auxiliary to perform EFDA services, hold a valid and unrestricted license to practice dental hygiene or hold a valid and unrestricted license to practice dentistry. You agree to provide D.D.S. with a copy of these documents as requested;
2. To conduct yourself in a professional and ethical manner while engaged in any aspect of job referral and placement which includes any interview or the actual performance of work responsibilities;
3. To contact D.D.S. at any time that you are requested to return to a dental practice in which D.D.S. has placed you;
4. To disclose to D.D.S. any time when you are also listed with another agency; and
5. To apprise D.D.S. of any problems associated with any placement made by D.D.S.

Termination of this Engagement.

Either you or D.D.S. may end or terminate the relationship established by this Letter of Engagement at any time by providing the other party with written notice that the relationship is ending. Once either party has received such notice, no other referral or placement services will be provided by D.D.S. and D.D.S. will no longer list you as a Contract Dental Personnel. In the event the relationship between you and D.D.S. is

terminated or ends during a period of placement, when D.D.S. has placed you in a work situation, then this Engagement relationship will be deemed valid until the end of that period of placement.

D.D.S. will cause this Engagement to end should D.D.S. determine in its own discretion that you have failed to meet any of your obligations as outlined in this Letter of Engagement or should D.D.S. receive a complaint from any client regarding your performance in any job placement.

This Letter of Engagement shall be renewable each year on a date chosen by D.D.S. A renewal letter will be sent to you to fill out and return to D.D.S. If such mutual Agreement is not filled out and returned, the Engagement shall immediately cease. In the event of a renewal of this Engagement, you shall complete an updated application form as provided by D.D.S.

I look forward to working with you on behalf of D.D.S. This Letter outlines the terms of Engagement. Please sign below as your acceptance and agreement to the terms of this Engagement Letter.

Sincerely,

DEPENDABLE DENTAL STAFFING

Lisa Rager, Managing Member

I have read and understand the mission and policies of D.D.S. and would like to be placed on your list of Contract Dental Personnel. I understand that D.D.S. will do its best to place me in offices, but that entering this Engagement with D.D.S. by signing this Letter and the payment of the administrative fees are no guarantee of any referral or placement.

_____ Date _____
Contract Dental Personnel

Permission given to look into background _____