

Credit Verification Services

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Employment Screening Letter of Agreement

This letter is an agreement between (Client) and Credit Verification Services (CVS) that CVS will screen prospective and current employees for Client, commencing on the date at the top of this agreement. Client agrees to request CVS reports only for the purpose of pre-screening prospective employees or for review of current employees. Client further agrees to obtain written authorization from said individuals and keep said written authorization on file for at least 25 months. A denial letter in compliance with FCRA regulations will be sent to all rejected applicants when credit reports are obtained. CVS and Client will hold all information in confidence. Fees and conditions of this letter will be in effect until 30 day notice of change by Credit Verification Services. A new Letter of Agreement will be issued at that time. This agreement may be canceled by either party at any time.

Fees are:

Criminal record report for all Missouri counties:	\$30.00
Criminal records for other than Missouri or Nationwide:	\$30.00
Motor vehicle driving records for any state:	\$30.00
Employment consumer credit report:	\$30.00
Verification of current and past employers up to 5 years, certification/education/degree verifications - fee per verification:	\$15.00
Facilitate drug testing:	\$75.00
Medical review officer for D.O.T. drug screening:	\$20.00
Workman's Compensation Report for the State of Missouri:	\$15.00
Social Security # verification:	\$10.00

Billing: Payment in full is due upon completion of report(s). Late fees of 10% of the balance will be assessed after 15 days, compounded per billing cycle. You will be responsible for any extraneous expenses incurred on your behalf. Long distance and directory assistance telephone calls to obtain information on your applicants will be billed to you at \$1 per call and will be a line item on the invoice.

I am in agreement with the terms and conditions of this Letter of Agreement. Client shall indemnify, defend and hold CVS harmless from and against any and all costs and liabilities which may be asserted against CVS based upon any use of information furnished through CVS. Agreement is in effect upon receipt of this document and/or applications forwarded for the purpose of employee screening.

Responsible Party's Signature

Date of Agreement