



THE STAT COMPANIES

P.O. Box 2100, Lynnwood, WA 98036 • VOICE (425) 771-1001 • FAX (800) 355-9248 • E-mail: vic@statco.net

To: STAT TECH SERVICES, Inc. "Shopper" (STAT Companies)

We here at STATCO, Inc. would like to take the time to welcome you to our staff.

STATCO, Inc. is striving to be a leader in the field of contract technical labor, and we can only attain this goal by employing professional people with expertise in fields such as your own.

In order for you to remain "Number One," along with STATCO, Inc. we ask your cooperation in filling out, signing and returning the following forms, which are included in your sign-up package and necessary for our files:

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| 1. Employee Contract (Sign and return one copy) | 6. Drug Policy (if applicable) |
| 2. W-4 form | 7. Time Cards (if applicable) |
| 3. Equal Employment Opportunity Policies | 8. Per Diem (if applicable) |
| 4. I-9 Employment Verification (with copy of I.D.) | 9. Bank Wire Forms |
| 5. Return Envelopes (if applicable) | 10. Action Notice (if applicable) |

Secondly, and most importantly, please have your time card (or client time card) signed and in the mail to us by Friday evening to ensure that your hours are received by payroll no later than Monday 10:00 am of the following week. If you feel that your time card will not reach us by Monday, please fax to: 800-355-9248 or call our business phone number 425-771-1001 (or 800-355-9247).

Your cooperation in these matters will ensure your receiving your paycheck on time each week.

The information pertaining to your STATCO, Inc. assignment can be found on your employee contract.

Please keep in mind that we are always in need of good, qualified people for our other assignments, and will always welcome any referrals you may have for competent people, such as yourself.

If you have any unanswered questions or difficulties while working with us, please call us and immediate attention will be given to your particular matter.

Good luck and welcome aboard.

Sincerely,

Victor R. Sullivan
General Manager
STATCO, Inc.