



BEVERLY HILLS BAR ASSOCIATION

Personnel Referral Service

To: Registered Temporaries
From: BHBA Personnel Referral Service, Inc.
Subject: Temporary Service Guidelines

Please help us to keep our temporary service running efficiently by following these procedures:

Note: Pay special attention to the underlined text.

1. Always send or fax us a copy of your completed wage statement WEEKLY. Please DO NOT make up your own bills or wage statements! The enclosed wage statement in it's exact form is essential to our bookkeeping system. If you forget to bring your wage statement, call us and we will fax one to you. Also, our forms are now available on our website, www.bhba.org on the PRS page for your convenience.
2. Should one of our clients call you directly, please call our office immediately so that we may update our bookkeeping.
3. If you are unable to make your scheduled assignment (late, sick, etc.), you MUST call to notify our office so that we may notify the firm and update our bookkeeping.
4. Parking will be provided and paid for by the firm or attorney in one of three usual ways: 1) your parking stub will be validated, 2) you will be reimbursed, 3) you will be given a parking card to use while you are working there.
5. If you present a resume to one of our clients, please let us know. We want to be involved in properly representing your needs.

IMPORTANT!

YOU MUST PERSONALLY SEND US A COPY OF YOUR WAGE STATEMENT AT THE END OF EACH WEEK (OR AT THE END OF AN ASSIGNMENT IF LESS THAN A FULL WEEK) IN ORDER TO BE ELIGIBLE FOR FUTURE ASSIGNMENTS!