

**BEVERLY HILLS BAR ASSOCIATION**  
**Personnel Referral Service, Inc.**  
300 South Beverly Drive, Suite 214, Beverly Hills, CA 90212-4805  
Temp (310) 553-4575 Perm (310) 553-1715 FAX (310) 553-6940

**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:

**(DOUBLE UNDERLINES ARE ESPECIALLY IMPORTANT!)**

1. **ALWAYS send or fax us a copy of your completed wage statement. Please DO NOT MAKE UP YOUR OWN BILLS!** The enclosed wage statement is essential to our bookkeeping system. If you forget to bring your wage statements, call us and we will fax you one.
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 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 re-imbursed, or 3) You will be given a parking card to use while 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 AFTER YOU FILL IT OUT IN ORDER TO BE ELIGIBLE FOR FUTURE ASSIGNMENTS.**

Rev 05/01