

MULTI-TEMPS SERVICES, INC.

To Whom It May Concern:

Multi-Temp's management is vitally concerned about the safety of all its employees. We intend to orientate our associates to follow safety rules on all their designated work assignments. We would appreciate you sending us a copy of your company's safety rules so we can discuss them with the associate before he or she begins their assignment.

It has come to our attention that we need to review, with our clients, the procedure that should be followed if an injury or accident should occur while a Multi-Temps associate is on assignment at your company. All injuries, no matter how small, must be reported! All your Supervisors should have the Multi-Temps accident forms and the clinic authorization forms available to them. If, an accident or injury should occur our office must be contacted immediately! The Supervisor on that shift must fill out the accident report and fax it to us on the day of the occurrence. If medical attention is required, first aid should be given, or sent to the clinic with a clinic authorization slip. Multi-Temps is registered with the Advanced Occupational Medicine Specialists and Concentra Medical Center. We are also registered with other clinics depending where your company is located in which case we will inform you.

We appreciate your cooperation in this matter, this is necessary for us in order to maintain a safe and efficient operation. If these procedures are not followed Multi-Temps cannot be held responsible. We are enclosing the accident report forms and the clinic authorization forms. You can make copies of these forms, and make them available to the Supervisors or Departments who are directly involved with our associates.

We express our gratitude for your cooperation. We feel that this will help us to better service you.

Sincerely,
Multi-Temps Services Inc.