



Dental Office Temp/Sub Agreement with Dental Assist LLC

(Completed Registration on the website indicates adherence.)

This agreement between Dental Assist LLC and the dental office, hereafter referred to as the Office, provides that the Office will utilize Dental Assist LLC to provide temporary staffing.

- **The Office agrees to pay Dental Assist's fee which is 40% of the worker's hourly wage. This fee along with the Temporary's wage (Specific sub Rate of Pay previously emailed and agreed upon) will be invoiced and billed to an office payable within 15 days following the service provided by the Temporary. The Office understands that if the invoice is not paid to Dental Assist LLC within those 15 days, it will begin to accrue an interest rate of 3% weekly until paid in full.** As Dental Assist will be covering payroll and all associated taxes and insurances for Temporaries, it is of utmost importance for an Office to pay Dental Assist in a timely manner.
- The Office will **NOT** attempt to contact the Temporary directly for work and agrees to utilize Dental Assist LLC services for these purposes. The Office understands that Dental Assist LLC is acting as a bridge between the Temporary and the Office and the Office will have contact with the Temporary **ONLY** through Dental Assist LLC.
- After **one year** of last date of service from the Temporary, the Office will be afforded the opportunity to contact the Temporary sub without Dental Assist LLC knowledge or involvement.
- The Office understands that the Temporary is guaranteed to be paid for a minimum of half the hours scheduled once confirmed. So, if an office cancels with less than a 24 hour notice, then the office will be invoiced for half of the scheduled hours of the sub's pay and a \$100 cancellation fee per sub cancelled. If an extremely unusual circumstance arises, the Office is to notify me immediately and part of these fees could be waived.

I look forward to working with you. Please contact me at any time with any questions or concerns!

Michelle Colbert

Michelle Colbert, MSM, CDA

Owner of Dental Assist LLC

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