



Dental Office Letter of Engagement with Dental Assist LLC

(Completed Registration on the website indicates adherence.)

If the office contacts Dental Assist LLC for the purpose of needing a sub or subs and completes a registration at www.dental-assist.com, the office is entering into an agreement with Dental Assist LLC.

- The Office has an obligation to Dental Assist LLC to allow Dental Assist LLC adequate time to fulfill the need. This time frame should be specified upon initial contact.
- Dental Assist LLC has an obligation to:
 - Provide the office the sub(s) as needed **OR**
 - To contact the office, within the parameters of the time frame given, prior to the need of the temporary, to let the Office know that Dental Assist LLC was unable to provide a sub(s) for the day(s) needed.
- The Office understands that once it contacts Dental Assist LLC, with a need for sub(s) or enrolls in the calendar option on the website, Dental Assist LLC will begin the process of reaching out to appropriate Temporaries once the Intent to Engage invoice has been paid.
- **If the office cancels with Dental Assist LLC, once the office has been notified that the sub(s) are secured, the office agrees to pay a \$75 cancellation fee to Dental Assist LLC for each sub cancelled and understands that the Intent to Engage fee will be forfeited.**
- **If the office has confirmed and cancels, a sub(s) that Dental Assist LLC has secured, within 24 hours of sub(s) assignment date, the office agrees that it is obligated to pay the sub(s) for half of his/her hourly rate for the day, and the office will be responsible to pay Dental Assist LLC a \$100 cancellation fee per sub canceled and the Intent to Engage fee will be forfeited.**
- **If the office cancels a sub(s) more than once, Dental Assist LLC may terminate the working relationship with the Office.**
- The cancellation fee is put into place in order for Dental Assist LLC to retain optimal dental staff temporaries and for Dental Assist to be able to attract and obtain new dental staff temporaries. Cancellations reflect poorly on Dental Assist LLC and jeopardizes relationships with Temporaries.

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

michelle@dental-assist.com

919-637-5309/317-961-0437