

# Peningo Systems Inc.

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E-Mail address: [human\\_resources@peningo.com](mailto:human_resources@peningo.com)

Date <Today's date>

<Consultant's Name>  
<Consultant's Address>  
<Consultant's City, State, Zip>

Dear Consultants Name:

Welcome to Peningo Systems Inc.. The start date for your assignment will be xx/xx/xx. **Your total all inclusive compensation will be \$xx.xx per hour(st/ot). As per your request we will split your hourly rate quoted above into three elements: W2 \$xx.xx per hour, Per Diem of \$xx.xx per hour and a Finders Fee of \$xx.xx per hour payable to xyz corporation.**

Your assignment will be with Peningo's client "Name and address of Client". **The person you are to report will be "Name of Client's Project Leader or Manager".**

You are to report the hours worked on a Peningo provided E-business TIME VOUCHER. Please follow the instructions for Time Voucher as stated in the e-Business Time Voucher Agreement.

Please refer to our Website at Peningo.com under Employees Resources - Employment documents for images of Form W-4 required to establish your withholdings allowances, the Full Service Direct Deposit Enrollment form, as well as the I9 required to establish your eligibility for employment. We are also showing images forms titled e-Business Time Voucher Agreement, Peningo Clients Rights in Information and Works Created by Peningo Employees and Peningo Subcontractor Employees" which includes a statement related to Confidential Information" and On Premises Guidelines. Please signify your agreement by signing one copy of each document and faxing them to 914 967 1635

Peningo Systems Inc. payroll cycle is bi-weekly and direct deposits for approved hours are made the Thursday following the close of the pay cycle. Please refer to Peningo Website for the current year payroll processing and payments schedule. Should you have any questions, please contact me at 914 xxx xxxx.

Accepted by:

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"Consultant's Name"

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**Edward Pellon**  
**Vice President**