

FRIDAY PERSONAL ASSISTANTS, LLC

Placement and Payroll Services Agreement

*Placement, payroll, and client portal package***Client name****Client address****Client email and phone****Effective Date**

FEE SUMMARY

- **Placement Fee:** \$499, due at signing in full, or \$250 at signing and \$249 when Client confirms the match.
- **Monthly Portal and Payroll Fee:** \$149 per month for a 6-month Initial Term, starting on the Service Start Date and collected with each payroll through the Payroll Provider.
- **After the Initial Term:** \$149 per month, month to month, until cancelled.
- **Other payroll charges:** \$25 per month for each additional employee on Client's payroll, and \$50 a year for year-end tax documents, collected the same way.

POSITION SUMMARY

Position title**Role focus (home, business, or both)****Work location (city, state)****Anticipated weekly hours (30 or fewer)
and schedule****Target start date****Anticipated PA level and hourly pay
range for this search**

PA pay guide. Hourly pay depends on the PA's experience and capabilities. Friday's suggested rate for Client's area is a guide. Client and the PA agree on the final rate in their Household Employment Agreement, and it must meet all minimum wage and overtime laws where the PA works.

The Position Summary guides the search. The final title, duties, pay, hours, schedule, and start date are agreed directly between Client and the person Client hires.

1. PARTIES AND PURPOSE

This Placement and Payroll Services Agreement (the "Agreement") is between Friday Personal Assistants, LLC, a Tennessee limited liability company ("Friday"), and the client named above ("Client"). It takes effect on the date Client signs it or pays the fees due at signing, whichever comes first (the "Effective Date").

Friday finds, screens, and introduces qualified personal assistants and house managers ("Candidates"). Client decides whom to hire. The person Client hires (the "Placed PA") becomes Client's own employee. Friday then helps Client set up payroll and gives Client and the Placed PA access to Friday's client portal.

Friday does not manage the Placed PA. Friday does not employ, pay, schedule, supervise, direct, train, evaluate, discipline, or terminate the Placed PA. Friday is not the Placed PA's employer, joint employer, professional employer organization (PEO), or employer of record.

2. WHAT'S INCLUDED

A. Placement Services (Placement Fee)

- **Intake consultation** to understand Client's needs, household or business, working style, and priorities.
- **Candidate profiles:** two (2) to three (3) Candidate profiles that match Client's stated needs, targeted within twenty-one (21) days after Client completes intake and pays the fees due at signing. Timing is a goal, not a guarantee.
- **Screening:** Friday pre-interviews each Candidate, reviews their experience and references, and asks each Candidate up front about anything a background check might show.
- **Interviews:** Friday coordinates up to two (2) interviews in total with the Candidates Client selects.
- **Background check** on the Candidate Client selects to hire, with that Candidate's written authorization, before the Candidate's first day.
- **Hiring toolkit:** Friday's template Household Employment Agreement, template separation letters, and a new-hire checklist. Client is responsible for reviewing, completing, and signing these documents with the Placed PA.

B. Payroll Setup

Friday will help Client:

- Open a household payroll account with the Payroll Provider (see Section 8).
- Gather the information needed to register as a household employer, including a federal employer identification number (EIN) and state tax and unemployment accounts. Client signs and submits all registrations as the employer.
- Collect the Placed PA's payroll information (such as Form W-4, state withholding forms, and direct deposit details) through secure channels.
- Set up the pay schedule and pay rate based on the information Client provides.
- Complete Form I-9 on time. Form I-9 is Client's responsibility and is kept by Client.

C. Client Portal and Payroll (Monthly Fee)

While this Agreement is in effect, Client and the Placed PA will have access to Friday's portal to:

- Share tasks, notes, and messages about the Placed PA's work.
- Record, review, and approve hours worked.
- Send approved hours to the Payroll Provider for each payroll.
- View pay statements and payroll documents made available by the Payroll Provider, including year-end Forms W-2.

Candidate selection window. Client will choose a Candidate to interview within seven (7) days after receiving Candidate profiles. If Client does not respond within that window, Friday may close the search, and the Placement Fee is considered earned.

Changes to the search. If Client materially changes the role, hours, pay, location, or requirements after Friday has begun sourcing, Friday may restart the search and adjust the timeline.

3. WHAT FRIDAY DOES NOT DO

- Friday does not manage the Placed PA and does not monitor portal messages or tasks for completion.
- Friday does not hold wages. Wages, employer taxes, and related amounts are paid from Client's account through the Payroll Provider. Friday does not receive or hold those funds.
- Friday does not give legal, tax, or HR advice. Client should consult a qualified advisor with specific questions.
- Friday does not enforce any agreement between Client and the Placed PA.

4. FEES AND BILLING

Placement Fee: \$499, due at signing in full, or as \$250 at signing and \$249 when Client confirms the match. Non-refundable once Friday begins sourcing, except where applicable law requires a refund.

Monthly Portal and Payroll Fee: \$149 per month, starting on the Placed PA's first day of work (the "Service Start Date"). The Payroll Provider collects it with each payroll from the bank account Client uses for payroll and passes it to Friday. On a biweekly payroll, that is \$68.77 per payroll, or \$149 a month over a year. The monthly fee includes the Payroll Provider's standard household payroll service.

Other payroll charges: \$25 per month for each additional employee on Client's payroll, and \$50 a year for year-end tax documents, collected through the Payroll Provider in the same way.

Not included. Fees do not include the Placed PA's wages; employer payroll taxes; state unemployment contributions; workers' compensation or disability insurance premiums; or any fees the Payroll Provider charges directly for services outside the standard plan (for example, amended or prior-year filings).

Automatic renewal. AFTER THE 6-MONTH INITIAL TERM, THE MONTHLY FEE OF \$149 RENEWS AUTOMATICALLY EACH MONTH UNTIL CLIENT CANCELS. Client may cancel through the portal or by emailing accounting@fridaypa.com, as described in Section 5. By accepting this Agreement, Client authorizes Friday and the Payroll Provider to collect the monthly fee with each payroll until this Agreement ends.

Price changes. Friday will give at least thirty (30) days' written notice of any change to the monthly fee after the Initial Term. Client may cancel before the change takes effect.

Late or returned payments. Returned or declined payments incur a \$50 fee. Friday may pause portal access after a payment is more than fifteen (15) days late. Pausing the portal does not change Client's legal obligation to pay the Placed PA on time.

Friday does not charge Candidates any fee for placement.

5. TERM, EARLY TERMINATION, AND CANCELLATION

Initial Term. The monthly services run for an initial term of six (6) months starting on the Service Start Date (the "Initial Term").

Ending early during the Initial Term. The Initial Term may end early if (a) Client decides to end the Placed PA's employment, (b) the Placed PA resigns, or (c) Client decides to stop Friday's services, and in each case Client does not want a replacement search under Section 6. Client will give Friday written notice (email to accounting@fridaypa.com is fine), and:

- **Owed to Friday:** two (2) weeks of the monthly fee (\$74.50) plus any unpaid amounts already

due. No further monthly fees are owed for the rest of the Initial Term.

- **Owed to the Placed PA:** If Client ends the employment, Client will give the Placed PA two (2) weeks' notice, or pay the Placed PA for two (2) weeks of regularly scheduled hours in place of notice, under the Household Employment Agreement. If the Placed PA resigns, Client owes no notice pay; Client still pays the Placed PA's final wages for hours worked, approved reimbursements, and anything else owed under the Household Employment Agreement or state law. The Placed PA is asked to give two (2) weeks' notice where possible.

After the Initial Term. This Agreement continues month to month. Client may cancel at any time, and cancellation takes effect at the end of the current billing month. Fees already paid are not refunded for partial months.

Cancellation by Friday. Friday may end this Agreement on thirty (30) days' written notice, or immediately if Client breaches it or uses the portal unlawfully.

Wrapping up. When this Agreement ends, Friday will help Client work with the Payroll Provider to run final payroll and complete year-end forms. Client remains responsible for all final wages and taxes, including any final pay deadline under state law.

6. 90-DAY REPLACEMENT GUARANTEE

If, within ninety (90) days after the Placed PA's first day of work, the Placed PA resigns, is let go, or Client is not satisfied with the placement for any lawful reason, Friday will run one (1) replacement search at no additional Placement Fee. The replacement search includes the same Placement Services described in Section 2A. The monthly fee pauses during the replacement search, and the Initial Term resumes on the replacement PA's first day of work.

To use the guarantee, Client must:

- Notify Friday in writing (email to kc@fridaypa.com is fine) before the 90-day period ends.
- Be current on all fees under this Agreement.
- Have paid the Placed PA all wages owed and otherwise met Client's obligations as employer under Section 7.

The guarantee does not apply if the placement ends because Client eliminates the role, relocates, reduces hours materially below the Position Summary, or materially changes the job from what Friday searched for, or if the employment ends for a reason prohibited by law. The guarantee covers one (1) replacement, has no cash value, and is not refundable. A replacement Candidate is not covered by a new 90-day guarantee.

7. CLIENT AS EMPLOYER

Employment relationship. Client is the Placed PA's sole employer, and Friday expects the Placed PA to be a W-2 household employee. Client is solely responsible for:

- Setting and paying wages, including minimum wage and overtime where required, for all hours worked, whether or not they were recorded in the portal.
- Withholding and paying payroll taxes and filing required household employer tax returns.
- Workers' compensation, disability, or other insurance required in Client's state.
- Verifying the Placed PA's eligibility to work (Form I-9).
- Paid sick leave, breaks, written notices, pay frequency, final pay timing, and all other federal, state, and local employment laws that apply where the Placed PA works, including any domestic worker laws.
- Providing a safe, respectful workplace free of harassment and discrimination.

Payroll responsibilities. Client will provide accurate employer, employee, pay, and tax information; keep enough money in Client's account to cover each payroll, tax payment, and provider fee; review and approve hours before each payroll deadline; and tell Friday and the Payroll Provider right away about pay changes, leave, or the end of the Placed PA's employment. Some states require final pay on the last day of work, so notice may need to be immediate.

Templates are a starting point. Friday's hiring toolkit is provided for convenience. Employment laws differ by state and city. Client should confirm the documents meet the requirements where the Placed PA works.

8. PAYROLL PROVIDER

Payroll processing, tax deposits, tax filings, and year-end forms are performed by Home/Work Solutions, Inc. ("HomeWork Solutions") or another household payroll provider Friday designates (the "Payroll Provider"). Client agrees to the Payroll Provider's terms of service, which govern the provider's work. Friday is not responsible for the Payroll Provider's acts or errors. Friday will help Client correct any error caused by data Friday entered. Friday may change the Payroll Provider on at least thirty (30) days' written notice and will help transfer Client's account. Any payroll tax guarantee is provided by the Payroll Provider under its own terms.

Friday may receive a referral or service fee from the Payroll Provider.

9. PORTAL ACCESS, DATA, AND PRIVACY

Client authorizes Friday to give the Placed PA portal access to share tasks and messages, record hours, and view pay documents. Client will keep portal logins secure and use the portal only for lawful employment purposes. The Placed PA's personal and banking information is collected through secure channels and shared only with the Payroll Provider and as needed to run payroll.

Friday protects Client and Placed PA information with reasonable administrative, technical, and physical safeguards and uses it only to provide these services. Friday does not sell personal information. Within thirty (30) days after this Agreement ends, Friday will delete or return information held in the portal, except records Friday must keep by law. On request within that

period, Friday will export Client's portal records (such as hours and task history). Payroll records are kept by the Payroll Provider as required by law.

10. ADDITIONAL HIRES

Candidates are introduced to Client only for the placement covered by this Agreement. If, within twelve (12) months after an introduction, Client (or anyone in Client's household, family, or business) hires, engages, or refers to another person any Candidate Friday introduced other than the Placed PA, Client will pay Friday an additional Placement Fee of \$499 for each such Candidate.

Full-time conversion. If, within twelve (12) months after the introduction, Client employs the Placed PA or any other Candidate Friday introduced for more than thirty (30) hours per week, Client will pay Friday twenty percent (20%) of that person's first-year annual base pay, less any Placement Fee already paid for that person. Full-time searches are otherwise handled under Friday's separate Full-Time Placement Agreement.

Introduced. A Candidate is "introduced by Friday" if Friday shared the Candidate's name, profile, or resume with Client, or arranged a conversation or interview between Client and the Candidate, unless Client tells Friday in writing within two (2) business days that Client already had the Candidate under active consideration.

11. CONFIDENTIALITY AND BACKGROUND CHECKS

Candidate information. Client will keep Candidate profiles, resumes, contact details, references, and background check results confidential and use them only to make a hiring decision.

Background checks. Background checks are run through a third-party consumer reporting agency, with each Candidate's written authorization, under the Fair Credit Reporting Act (FCRA) and applicable state law. If Client decides not to hire a Candidate based in whole or in part on a background check result, Client will tell Friday before making a final decision so the required pre-adverse and adverse action notices can be provided. Client will also follow any state or local fair-chance hiring laws that apply to Client.

Client information. Friday will keep Client's personal, household, business, and financial information confidential, use it only to provide the services in this Agreement, and share it with Candidates only as reasonably needed for the search. Friday may disclose information when required by law.

12. NO GUARANTEE OF CONDUCT

Friday screens Candidates with reasonable care but does not guarantee any Candidate's performance, conduct, honesty, or continued employment. Background checks are limited to records available to the reporting agency. Because Client directs and supervises the Placed PA, Client is responsible for setting expectations, securing valuables and sensitive information, and

managing access to Client's home and accounts. The Replacement Guarantee in Section 6 is Client's sole remedy for dissatisfaction with a placement.

13. LIMITATION OF LIABILITY AND INDEMNITY

To the fullest extent permitted by law, Friday's total liability arising out of or relating to this Agreement will not exceed the fees Client paid Friday under this Agreement in the six (6) months before the event giving rise to the claim. Neither party is liable for indirect, incidental, consequential, special, or punitive damages. Client is responsible for penalties or interest caused by inaccurate information from Client, late approvals, or insufficient funds.

Client will indemnify and hold Friday harmless from claims arising from Client's employment of the Placed PA or any other Candidate, including claims about wages, taxes, classification, discrimination, harassment, workplace injury, and termination, except to the extent caused by Friday's gross negligence or willful misconduct.

14. DISPUTES AND GOVERNING LAW

The parties will first try to resolve any dispute through good-faith discussion, then non-binding mediation, before filing a lawsuit, except that either party may seek a court order to collect unpaid fees or to protect confidential information. This Agreement is governed by the laws of the State of Tennessee, and any lawsuit will be brought in the state or federal courts located in Davidson County, Tennessee, except where the law of Client's state requires otherwise. Nothing in this Agreement waives any protection that cannot be waived under the law of Client's state. If Friday must take action to collect unpaid amounts, Client will pay Friday's reasonable collection costs and attorneys' fees where permitted by law.

15. GENERAL TERMS

This Agreement is the entire agreement between the parties about these services and replaces any prior discussions or proposals on that subject. Changes must be in writing and accepted by both parties. If any part is found unenforceable, the rest remains in effect, and the unenforceable part will be enforced to the maximum extent allowed. Friday is an independent contractor to Client. Client may not assign this Agreement without Friday's written consent. Notices to Friday go to kc@fridaypa.com. Sections 4, 5, 7, and 10 through 15 survive the end of this Agreement. This Agreement may be signed electronically and in counterparts.

16. ACCEPTANCE

Client may accept this Agreement by signing below or by checking the acceptance box and paying the fees due at signing online. Electronic acceptance and electronic signatures are binding.

SIGNATURES

CLIENT

Signature

Date

Printed name

FRIDAY PERSONAL ASSISTANTS, LLC

Kathryn Currey

Signature

October 15, 2026

Date

Kathryn Currey

Printed name

Founder and CEO

Title