November 16, 2026

Personal & Confidential
TERRI SMITH
ST. CROIX PREPARATORY ACADEMY
4260 STAGECOACH TRAIL NORTH
STILLWATER, MN 55082

Job Order Number: 02320-0013531909

Dear Terri,

Thank you for selecting Robert Half to meet your talent solutions needs. Dorothy Lohse is scheduled to start with St. Croix Preparatory Academy as an Accountant on 11-16-2026. As agreed, we will invoice your firm at the rate of $98.00 per hour. Overtime will be billed at 1.50 times such rate. Please find the enclosed General Conditions of Engagement and Terms of Payment for your review.

Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the enclosed General Conditions of Engagement and Terms of Payment.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Robert Half
30 7th St E Ste 3150
Saint Paul, MN 55101-4920
(800) 803-8367

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An Equal Opportunity Employer M/F/Disability/Veterans.

GENERAL CONDITIONS OF ENGAGEMENT - FULL-TIME ENGAGEMENT PROFESSIONAL

Thank you for your confidence in *Robert Half*. The following General Conditions of Engagement and the enclosed Terms of Payment apply to this engagement.

Scope of Engagement	Our professional is only authorized to perform work within the scope of the engagement. It is your responsibility to provide appropriate direction, guidance or oversight to our professional for satisfactory performance on your engagement. You will not permit our professional to use computers or other electronic devices, software, services, tools, e-mail accounts or network equipment owned or licensed by our professional. Since *Robert Half* is not a professional accounting firm, it is expressly understood that our professionals are not authorized to render an opinion on behalf of *Robert Half* or on your behalf on financial statements, nor are our professionals authorized to sign the name of *Robert Half* on any document or to sign their own names on financial statements or tax returns.
Client's Responsibility	**It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require *Robert Half* to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings for you only if they are described in a signed, written amendment to these General Conditions of Engagement**. ***Cash Handling and Other Financial Transactions and Activities:*** If you permit or allow our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables, or conduct financial transactions or other related activities, you accept sole responsibility for all claims, demands and liability that may arise from permitting these activities. You represent and warrant that to the extent you permit or allow our professional to engage in the activities described in this paragraph, you will not permit or allow our professional to handle more than (i) $1,000 per day if you are a non-profit entity, or (ii) $25,000 per day if you are a for-profit entity. ***Workplace Safety:*** It is understood that you have full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to your business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, our professional working on your premises. To ensure the safety of potentially vulnerable individuals on your premises, you agree not to permit our professional to have unsupervised or unmonitored contact with (1) minors and (2) adults who are under your care, custody or supervision because of mental health impairments. ***Government Contracts:*** If this engagement is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional. ***Operation of Vehicles and Equipment:*** It is understood that we will not authorize our professional to operate machinery (other than office machines) or vehicles. If you wish to permit our professional to drive for business purposes, you accept sole responsibility for all liability, damages, injuries or other claims that may arise or be incurred as a result of driving. If you require our professional to drive a vehicle owned by you or an employee of your company, you agree to maintain such vehicle in good working condition and maintain all necessary and appropriate insurance for the operation of such vehicle. Under no circumstances will you permit our professional to: make bank deposits; carry cash in excess of $100, negotiable instruments or other valuables while driving; or have passengers in the vehicle. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing. ***Claims:*** It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the engagement. Under no circumstance will *Robert Half* be responsible for any claim related to the engagement, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the engagement.
Remote Work	You may request that our professional provide services to you remotely (i.e., from a location other than your or your customer's premises) using a laptop and/or other computer or telecommunications equipment provided by you or *Robert Half* (collectively, the "Equipment"). You shall ensure that all services are performed, and your computer equipment and electronic systems are accessed and used, solely by the professional selected by you for the assignment. You acknowledge and agree that *Robert Half* shall have no control over, and you shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by our professional, and (ii) the security, integrity and backing up, of the data and other information stored therein or transmitted thereby. Moreover, you must not permit our professional to save or store any of your files or other data on the Computer Systems provided by us (including, but not limited to, any virtual desktop infrastructure solution). You agree that we shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.

- CONTINUED ON REVERSE -

Confidentiality	Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature. You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
Limitation on Liability	We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).
Insurance	In addition to workers' compensation insurance for our professional, we also maintain commercial liability insurance.
No Contrary Agreements	These General Conditions of Engagement contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Any additional or different terms proposed by you, including terms within a purchase order, shall not be binding to modify these General Conditions of Engagement and Terms of Payment. Our professionals do not have authority either to verbally modify these General Conditions of Engagement or to assume additional responsibilities other than those set forth in these General Conditions of Engagement.

FULL-TIME ENGAGEMENT PROFESSIONAL
TERMS OF PAYMENT

Thank you for your confidence in *Robert Half.* Our professional for this engagement of Accountant is Dorothy Lohse. The engagement will start on 11-16-2026. As agreed or otherwise communicated, we will invoice your firm at the rate of $98.00 per hour. Should you wish to use our professional for other engagements, please let us know. The hourly billing rate may then change to reflect the experience necessary for the engagement. Call *Robert Half* for any changes in the engagement. We request a minimum thirty (30) days' notice prior to ending any engagement.

The following Terms of Payment apply to this engagement:

Guarantee	*Robert Half* guarantees your satisfaction with our professional's services by extending to you a 37.5 hours guarantee period. If, for any reason, you are dissatisfied with our professional, *Robert Half* will not charge for the first 37.5 hours of work by the professional, provided that *Robert Half* is allowed to replace the professional. Unless you contact us before the end of the first 37.5 hours of work, you agree that our professional is satisfactory.
Time Report	Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Engagement and these Terms of Payment. Our compensation to our professional is on a weekly basis, and you will be billed weekly for the total hours of work by the professional, including time spent completing, revising, and/or resubmitting a time report during business hours, and we ask that you respect those guidelines. If a time report submitted by our professional is not verified or expressly rejected by you within 10 days of submission, the reported number of hours worked by our professional and all corresponding charges shall automatically be considered approved and accepted by you. Because *Robert Half* invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	Overtime will be billed at 1.50 times the normal billing rate. Overtime applies when hours of work by the professional exceed 40 hours per week (and in California exceed more than 8 hours in a day and as other state laws may require). If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	Our professionals are full-time employees of *Robert Half* . You agree to seek our permission before you hire our Full-Time Engagement Professional, if permitted by applicable law. If you hire our Full-Time Engagement Professional, you agree to give us prompt notice. You also agree to pay a conversion fee if you hire our professional, regardless of the employment classification, on either a full-time, temporary (including temporary engagements through another agency) or consulting basis within twelve months after the last day of the engagement. You also agree to pay a conversion fee if our professional is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer. The conversion fee will equal 50% of the professional's aggregate annual compensation, including bonuses. The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.
Employment Taxes and Withholdings	*Robert Half* will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.
General Conditions	*Robert Half* may charge you a technology fee for the provision of equipment or technology, if you request that our professional use equipment or technology provided by us. *Robert Half* may also increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the technology fees and/or increase in our rates. Any increase in our rates will be prospective, starting as of the effective date *Robert Half* specifies. A copy of the General Conditions of Engagement has been provided to you. We reserve the right to replace our professional.

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