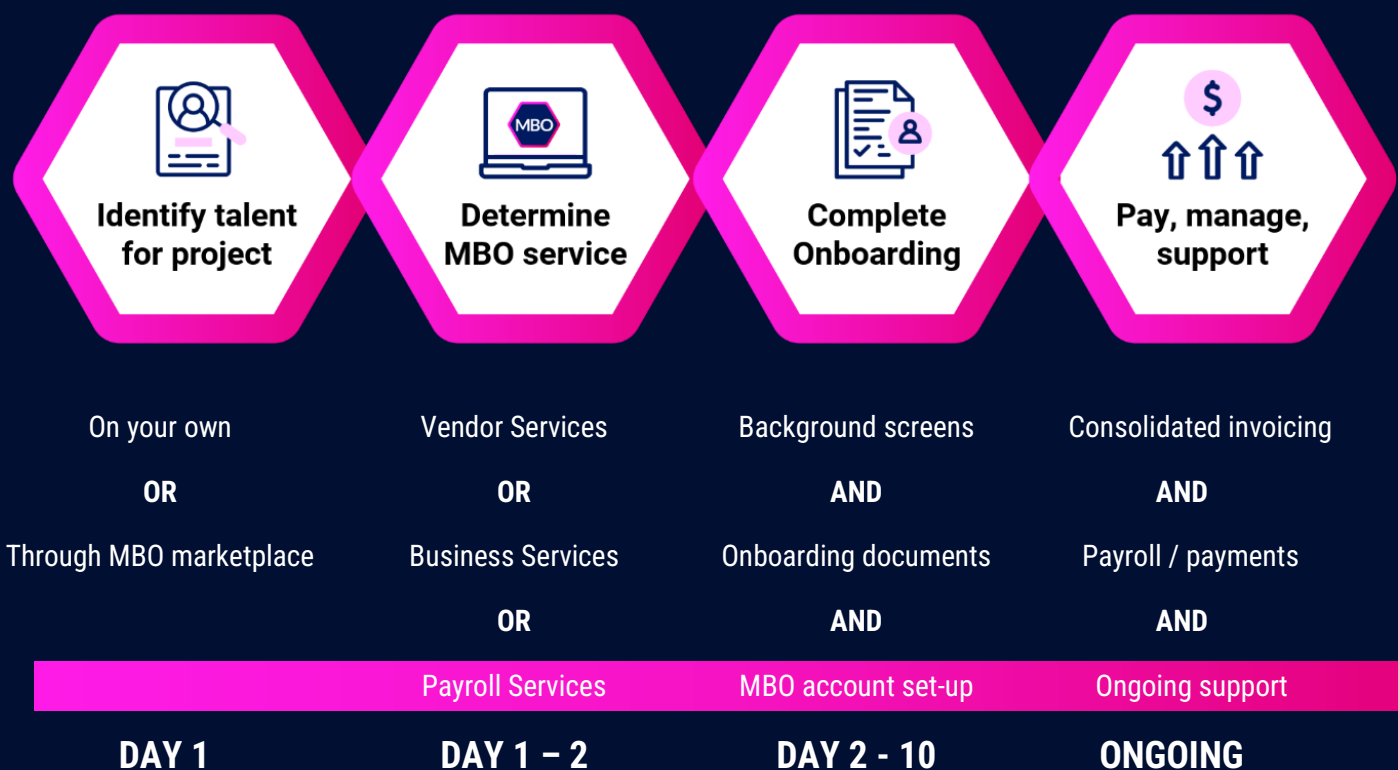




MBO Partners / Cadmus Engagement Lifecycle Process Summary

MBO Partners, through our comprehensive independent workforce solution supports Cadmus throughout an independent's entire engagement lifecycle.

This document explains the processes behind the four key areas of the MBO solution: finding the right independent talent, determining the best way for them to engage, helping them complete their onboarding requirements, and handling all ongoing financial administration and support.



* Timing expectations above are approximate and may vary due to the worker's responsiveness to MBO's onboarding instructions and the selected engagement service.

For example, workers who engage through Payroll Services often complete onboarding within one day of service determination, while the Business Services process may take up to 10 days due to business establishment requirements. Background screenings and other Cadmus-specific requirements also factor into overall onboarding timing.

The sections that follow provide step-by-step explanations of each area of the engagement cycle.



TABLE OF CONTENTS

1.	Talent Sourcing and Referral	4
2.	MBO Engagement Service Determination.....	4
3.	Onboarding.....	5
4.	Ongoing Payments, Management, and Support.....	6



1. TALENT SOURCING AND REFERRAL

Note: MBO provides our engagement services for independent professionals who are sourced through MBO's Workforce Sourcing solution or whom Cadmus managers identify internally and refer to us.

1. Need help with sourcing? You can take advantage of MBO's full-service independent workforce sourcing solution. Simply email Michael Cavaluzzi at mcavaluzzi@mbopartners.com with:
 - a. Your name, title, email, and phone number.
 - b. The position's title, estimated pay range, key skill requirements, location(s) / remote, estimated project duration (start and end dates), and security clearance (if required).

Your ITN Team Manager will follow up to finalize the details of the role and then begin the process of recruiting, screening, and submitting vetted Talent for your review. For most roles, MBO's ITN team can deliver high-quality talent in 72 hours or less. You simply select the candidate which best matches your needs and we will then initiate our standard onboarding process.

2. Source the right independent worker for your project directly (i.e., outside of the Cadmus staffing network/process). Once you have identified the right worker for your project, you will need to coordinate with the Cadmus contracts team who will then refer them to MBO by completing this [Referral Form](#). Examples of how to direct source workers include:

- a. On your own, using independent workers you know and trust.
- b. Using the MBO marketplace, through which clients create an easy-access community of proven independent talent.

Once a resource has been selected through one of the above options, MBO will determine the appropriate engagement service and initiate the onboarding process as outline

2. MBO ENGAGEMENT SERVICE DETERMINATION

Note: Because no two independent workers are alike, MBO offers three services—**Vendor Services**, **Business Services**, and **Payroll Services**—to ensure an engagement experience ideally suited to each workers' unique characteristics.

1. MBO directs the worker to complete our proprietary online Engagement Questionnaire.
Timing: Day 1
2. MBO reviews the questionnaire responses and, if necessary, conducts a personal consultation with the worker to fill in gaps or clarify ambiguities.



Timing: Typically Day 1 or 2 (subject to the worker's responsiveness)

3. Based on the above, MBO determines the engagement service that best fits the worker's experience, preferences, business structure, and vendor qualification status.

Timing: Typically Day 1 or 2 (subject to the worker's responsiveness)

3.ONBOARDING

Note: MBO monitors each referral's progress in completing the onboarding steps and provides regular reminders to avoid delays.

1. MBO provides the worker a detailed list of onboarding steps that include Cadmus-specific tasks (immediately below). Candidates for Business Services or Vendor Services also complete qualification or business-related tasks (further below). In most cases, workers can complete both sets of tasks concurrently.

Timing: Immediately upon service determination

2. The worker undergoes a Cadmus-required background check.

Timing: Typically launched on Day 2 or 3 with results four to five days later

3. The worker completes appropriate Cadmus-required onboarding documents.

Timing: Typically Day 2 or 3

4. The worker completes a Federal I-9 form (W-2 engagements only).

Timing: Typically Day 2 or 3

5. The worker creates an account in the MBO system and signs the appropriate agreement with MBO.

Timing: Typically Day 2 or 3

Business-Related tasks: Vendor Services

1. MBO instructs vendor candidates to send us business documentation (Articles of Incorporation, Form W-9, proof of other clients, marketing examples, etc.).

Timing: Typically begins on Day 2 and often takes two to four days; can occur concurrently with remaining onboarding steps

2. MBO evaluates the worker's business for vendor qualification, including business documentation review, insurance confirmation, and ensuring adherence to qualification criteria. Non-qualified workers engage through Business Services or Payroll Services.

Timing: Within one business day of receiving the business documentation

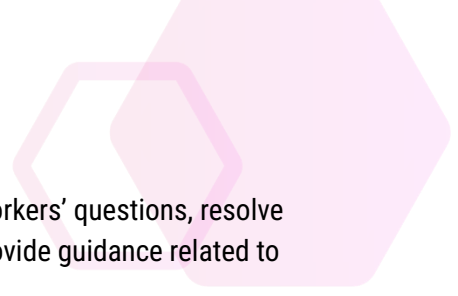


Business-Related tasks: Business Services

1. If the worker already has a company, MBO requests and reviews supporting documentation (Articles of Incorporation, Form W-9, proof of other clients, marketing examples, etc.). Non-qualified workers engage through Payroll Services.
Timing: Typically begins on Day 2 or 3 and often takes two to four days; can occur concurrently with remaining onboarding steps
2. If the worker does not have a company, MBO assists with establishing a new compliant business. This may include filing the business with state agencies, securing a Federal EIN number, and more.
Timing: Typically begins on Day 2 or 3 and often takes four to seven days; can happen concurrently with remaining onboarding steps

4. Ongoing Payments, Management, and Support

1. MBO confirms completion of all onboarding activities and notifies you that the MBO onboarding process is complete. (Note: Cadmus may require the completion of additional non-MBO-related tasks before the project may begin.)
Timing: Within one business day of completion of the steps above
2. MBO provides the worker with detailed instructions for submitting hours, milestones, deliverables, and/or expenses.
Timing: Concurrent with step 1 above
3. MBO sends Cadmus an invoice that consolidates approved labor and expense submissions for everyone engaged through MBO.
Timing: Each month
4. As they work, MBO provides all Cadmus independent workers their labor payments and reimburses Cadmus-billable expenses.
Timing: Payment timing varies by engagement service. See the grid below.
5. For workers engaged through Vendor Services or Business Services, MBO monitors each business's adherence to appropriate eligibility requirements.
Timing: Ongoing throughout the entire engagement

- 
6. MBO's experienced support professionals are standing by to answer workers' questions, resolve issues, notify workers of program changes or upcoming events, and provide guidance related to getting the most from their independent practices.

PAYMENT TIMING EXPECTATION

Vendor Services or Business Services

After invoicing (step 3 above), MBO pays workers in the weekly pay cycle following Cadmus's Net 30 terms. As such, workers in these services receive their payments about six weeks after a given work period ends. See the [Cadmus Payment Calendar](#) for details.

Payroll Services

MBO pays workers engaged through Payroll Services on Fridays, two weeks after a given work week (or sooner if required by state law).

Timing: Ongoing throughout the entire engagement