

**IN ADDITION TO SUPPLYING US WITH CONTRACT/PURCHASE ORDER
FROM MID LAYER(S), PLEASE PROVIDE THE FOLLOWING:**

1. Letter from End Client ON LETTERHEAD in the format below at (A),

IF ADDITIONAL LAYER EXISTS,

2. Letter from Mid layer ON LETTERHEAD in the format below at (B)
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3. ID badge from client site;
4. Time Sheets carrying name of manager/client contact
5. Color Screenshot of login at client site
6. Copies of technical documents authored at client site
7. Photos of employee in the following situations, cubicle, with other employees, logo, building and address listing.

(A)

“Ms/Mr. _____ is currently working at our Office location at _____ as a Developer/Programmer Analyst (or enter designation) performing the following job duties:

[Enter specific job duties. Please ensure they are technical and at least run for a long paragraph or two]

Ms/Mr. _____ is not an employee of [End Client Name]. As such, we expect his employer to *control and direct him* in all matters concerned with his employment including, but not limited to managing the progress and goals of the work to be performed. We also do not have the right to hire, or fire Ms/Mr. _____. Further, the employer will be responsible for paying Ms/Mr. _____ salary and all associated benefits and handle all payroll taxes. This is specifically not intended to be a staffing arrangement but an IT services position.”

This position is a professional one and would require the services of an individual with the minimum of a Bachelor's degree in a related field and relevant experience. Please do not hesitate to contact us directly at _____ should there be any need to verify this information, or the details of Ms/Mr. _____'s current project oddsnot live football scores with _____.

PLEASE ENTER CONTACT INFORMATION. NOTE: USCIS MAY CONTACT YOU TO VERIFY THE INFORMATION IN THIS LETTER.

(B) "We currently have a Master Agreement with _____ pursuant to which, Ms/Mr. _____ is employed as a Developer/Programmer Analyst at their Office location at _____, performing the following job duties:

[Enter specific job duties. Please ensure they are technical and at least run for a long paragraph, or two]

Please be advised that Ms/Mr. _____ is not an employee of [Enter Mid layer], Inc. This position is a professional one and would require the services of an individual with the minimum of a Bachelor's degree in a related field and relevant experience. Please do not hesitate to contact us directly at _____ should there be any need to verify this information, or the details of Ms/Mr. _____'s current project with the [End Client], Inc."

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