



# CANDIDATE REPRESENTATION AGREEMENT LOE – LETTER OF EXCLUSIVITY

## SUPPLIER INSTRUCTIONS

Please complete **Section 1 – Candidate Submittal Information** below and provide to your prospective candidate.

### SECTION 1: CANDIDATE SUBMITTAL INFORMATION (COMPLETED BY SUPPLIER)

CUSTOMER NAME	Express Scripts, Inc.
SUPPLIER NAME	
KELLY OCG JOB POSTING ID	

## CANDIDATE INSTRUCTIONS

Please review the above information in **Section 1 – Candidate Submittal Information** and complete **Section 2 – Representation Agreement**. Fax or e-mail the completed form to your representing supplier at:

Retain a copy of this agreement for your personal records to ensure you are not presented by more than one supplier for each individual Kelly OCG Job Posting ID (listed above).

### SECTION 2: REPRESENTATION AGREEMENT (COMPLETED BY CANDIDATE)

CANDIDATE NAME		UNIQUE IDENTIFIER	
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*MM/DD of Birth and Last 4 Digits of SSN*

I confirm that the supplier listed above has discussed and qualified me to be presented to Express Scripts, Job Posting ID listed in Section 1 of this form. Furthermore, I will not authorize any other individual, company, or organization to represent me to the opportunity listed above.

**ACKNOWLEDGED:** \_\_\_\_\_  
*(Candidate Signature)*

**DATE:** \_\_\_\_\_

### SECTION 3: SUPPLIER CONFIRMATION (TO BE COMPLETED BY SUPPLIER AFTER SECTION 1 AND 2 ARE COMPLETE)

**ACKNOWLEDGED:** \_\_\_\_\_  
*(Supplier Representative Signature)*

**SUBMITTED DATE:** \_\_\_\_\_

E-mail this LOE and add into the subject line the following format: **"LOE – LAST NAME, FIRST NAME – JP####"** and send this LOE to the Kelly OCG office at [LOE-KellyOCG@express-scripts.com](mailto:LOE-KellyOCG@express-scripts.com)