


UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF VIRGINIA Debtor against which claim is asserted: (Check only ONE debtor below)		PROOF OF CLAIM
<input checked="" type="checkbox"/> On-Site Sourcing, Inc. 09-10816-RGM	<input type="checkbox"/> DocuForce Financial Corp. 09-10817-RGM	<input type="checkbox"/> On-Site LA, Inc. 09-10818-RGM
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A request for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
Name of Creditor (the person or other entity to whom the debtor owes money or property): Alexandra Touloumes-Britt		<input type="checkbox"/> Check this box to indicate that this claim amends a previously filed claim. Court Claim Number: _____ (If known)
Name and address where notices should be sent: Alexandra Touloumes-Britt 15814 Edgewood Drive, Montclair, VA 22025 Telephone number: 703.967.1061		
Name and address where payment should be sent (if different from above): Same as above Telephone number:		<input type="checkbox"/> Check this box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars <input type="checkbox"/> Check this box if you are the debtor or trustee in this case.
1. Amount of Claim as of Date Case Filed: \$8094.50 If all or part of your claim is secured, complete item 4 below, however, if all of your claim is unsecured, do not complete item 4. If all or part of your claim is entitled to priority, complete item 5		5. Amount of Claim Entitled to Priority under 11 U.S.C. §507(a). If any portion of your claim falls in one of the following categories, check the box and state the amount. Specify the priority of the claim <input type="checkbox"/> Domestic support obligations under 11 U.S.C. §507(a)(1)(A) or (a)(1)(B) <input checked="" type="checkbox"/> Wages, salaries, or commissions (up to \$10,950* earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. §507(a)(4). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. §507(a)(5) <input type="checkbox"/> Up to \$2,425* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. §507(a)(7) <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. §507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. §507(a)(____). Amount entitled to priority: \$ 8094.50 *Amounts are subject to adjustment on 4/1/10 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.
2. Check this box if claim includes interest or other charges in addition to the principal amount of claim. Attach itemized statement of interest or charges.		
2. Basis for Claim: Services performed (See instruction #2 on reverse side.)		
3. Last four digits of any number by which creditor identifies debtor: 9955 3a. Debtor may have scheduled account as: _____ (See instruction #3a on reverse side.)		
4. Secured Claim (See instruction #4 on reverse side.) Check the appropriate box if your claim is secured by a lien on property or a right of setoff and provide the requested information. Nature of property or right of setoff: Real Estate Motor Vehicle <input type="checkbox"/> Other Describe: Value of Property: \$ _____ Annual Interest Rate: % _____ Amount of arrearage and other charges as of time case filed included in secured claim, If any: \$ _____ Basis for perfection: _____ Amount of Secured Claim: \$ _____ Amount Unsecured: \$ _____		
6. Credits: The amount of all payments on this claim has been credited for the purpose of making this proof of claim. 7. Documents: Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. You may also attach a summary. Attach redacted copies of documents providing evidence of perfection of a security interest. You may also attach a summary. (See instruction 7 and definition of "redacted" on reverse side.) DO NOT SEND ORIGINAL DOCUMENTS. ATTACHED DOCUMENTS MAY BE DESTROYED AFTER SCANNING. If the documents are not available, please explain:		
Date: 6/2/09 Signature: The person filing this claim must sign it. Sign and print name and title, if any, of the creditor or other person authorized to file this claim and state address and telephone number if different from the notice address above. Attach copy of power of attorney, if any. Alexandra Touloumes Britt		FOR COURT USE ONLY

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

FILED
JUN 09 2009
BMC GROUP

On-Site Sourcing, Inc.

 00180

Summary of Enclosures for Alexandra Touloumes-Britt

1. January 15, 2009 earnings statement
 - a. This earnings statement represents a reduction in wages for the January 15, 2009 pay date.
 - b. The lapse in hours amounts to in lost wages.
 - c. Please see the attached earnings statement for detailed back-up.
2. January 31, 2009 earnings statement
 - a. This earnings statement represents the unpaid vacation hours accrued as of January 31, 2009 pay date.
 - b. The company's policy, which was regular and customary practice, was to pay out accrued unused vacation hours.
 - c. Policy is attached from the company Team Member Manual.
 - d. OnSite employees that were laid off up to and including the March 31, 2009 pay date received their total accrued unused vacation hours.
 - e. OnSite employees that were laid off after March 31, 2009 were paid vacation accruals for February, March and April only.
 - f. Accrued vacations hours prior to February, March and April of 2009 were not paid to me as was the company's customary practice.

Reduction of Hours

On-Site Sourcing, Inc.
2011 Crystal Drive
Suite 200
Arlington, VA 22202

CHECK NO: 0
CHECK DATE: 1/15/2009
PERIOD ENDING 1/15/2009

Alexandra Nicole Touloumes-Britt
15814 Edgewood Drive
Montclair, VA 22025

LOCATION: VAALEX
ID NUMBER: 001603
BASE RATE: 39.42

STATUS EXEMPT
FED: S 0
ST1: S 0
ST2:

TAX ADJUSTMENTS
FED: ST:
DI/UC:
LOCAL:

IMPORTANT MESSAGE

HOURS AND EARNINGS				TAXES AND DEDUCTIONS			SPECIAL INFORMATION	
DESCRIPTION	CURRENT HOURS/UNITS	RATE	EARNINGS	Y-T-D EARNINGS	DESCRIPTION	CURRENT AMOUNT	Y-T-D AMOUNT	
Regular Earnings	56.00	0.00	2207.61	2207.61	Federal Income	261.58	261.58	PHOL 16.00
					Medicare	27.86	27.86	SICK 32.64
					Social Security	119.15	119.15	VAC 167.33
					VA State Income	83.70	83.70	
<p>86.67 -56.00 <u>30.67 hours missing</u> x \$39.42 hourly rate <u>\$1,209.01</u> \$1,209.01 total for missing hours</p>								
TOTAL H/E	56.00		2207.61	2207.61	Total Taxes	492.29	492.29	
PRE-TAX ITEMS				DEDUCTIONS			CURRENT NET PAY DISTRIBUTION	
401K			154.53	154.53	Vol Life Employ	9.68	9.68	150.00
Dental			11.95	11.95	Vol Life Spouse	3.22	3.22	375.00
Flexible Spending Accou			104.17	104.17	Voluntary Life	1.00	1.00	75.00
PHCS Platinum			144.79	144.79				100.00
VA Parking			25.00	25.00				560.98
TOTAL PRE-TAX			440.44	440.44	Total Ded:	13.90	13.90	Total Dir Dep 1260.98
TOTAL	56.00		1767.17	1767.17				
EARNINGS	PRETAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY			
CURRENT	2207.61	440.44	1767.17	492.29	13.90	1260.98		
Y-T-D	2207.61	440.44	1767.17	492.29	13.90	1260.98		



On-Site Sourcing, Inc.
2011 Crystal Drive
Suite 200
Arlington, VA 22202

DATE: 1/15/2009
ADVICE NO: 0

YOUR ENTIRE NET PAY HAS BEEN DEPOSITED IN YOUR BANK ACCOUNT(S). PLEASE REVIEW THE "CURRENT NET PAY DISTRIBUTION" SECTION OF YOUR STATEMENT OF EARNINGS FOR DETAILS.

Alexandra Nicole Touloumes-Britt
15814 Edgewood Drive
Montclair, VA 22025

NOT NEGOTIABLE

On-Site Sourcing, Inc.
2011 Crystal Drive
Suite 200
Arlington, VA 22202

CHECK NO: 0
CHECK DATE: 1/30/2009
* PERIOD ENDING 1/31/2009 *

Alexandra Nicole Touloumes-Britt
15814 Edgewood Drive
Montclair, VA 22025

LOCATION: VAALEX
ID NUMBER: 001603
BASE RATE: 39.42

STATUS
FED: S
ST1: S
ST2:

EXEMPT
0
0

TAX ADJUSTMENTS
FED: ST:
DI/UC:
LOCAL:

IMPORTANT MESSAGE

HOURS AND EARNINGS					TAXES AND DEDUCTIONS			SPECIAL INFORMATION		
DESCRIPTION	CURRENT HOURS/UNITS	RATE	EARNINGS	Y-T-D EARNINGS	DESCRIPTION	CURRENT AMOUNT	Y-T-D AMOUNT			
Regular Earnings	86.67	0.00	3416.67	5624.28	Federal Income	542.69	804.27	PHOL	16.00	
					Medicare	45.40	73.26	SICK	35.98	
					Social Security	194.11	313.26	WAC	174.67 *	
					VA State Income	148.35	232.05			
TOTAL H/E					Total Taxes	930.55	1422.84			
PRE-TAX ITEMS					DEDUCTIONS			CURRENT NET PAY DISTRIBUTION		
401K			239.17	393.70	Vol Life Employ	9.68	19.36		150.00	
Dental			11.95	23.90	Vol Life Spouse	3.22	6.44		375.00	
Flexible Spending Accou			104.17	208.34	Voluntary Life	1.00	2.00		75.00	
PHCS Platinum			144.79	289.58					100.00	
VA Parking			25.00	50.00					1247.14	
TOTAL PRE-TAX			525.08	965.52	Total Ded:		13.90	27.80	Total Dir Dep	1947.14
TOTAL					TOTAL					
	86.67		2891.59	4658.76						
EARNINGS		PRETAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY				
CURRENT	3416.67	525.08	2891.59	930.55	13.90	1947.14				
Y-T-D	5624.28	965.52	4658.76	1422.84	27.80	3208.12				

Unpaid vacation earnings
174.67 hours x \$39.42 per hour = \$6,885.49



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Alexandra Nicole Touloumes-Britt
15814 Edgewood Drive
Montclair, VA 22025

NOT NEGOTIABLE

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Team Member Manual

Vacation Policy

Our company recognizes that our Team Members need to take time off occasionally to rest and relax, to enjoy a vacation or to attend to personal matters. An overview of our vacation policy is as follows:

Vacation Accrual Guidelines

- Exempt Team Members begin accruing vacation upon date of hire.
- Non-Exempt Team Members begin accruing vacation the 1st of the month following date of hire.
- Team members transitioned from part-time status to full-time status will be eligible for full-time benefits based on the Exempt or Non-Exempt criteria.
- As the next level of accrual rate is earned, the new accrual rate is effective on the next payroll following the Team Member's anniversary date.

Vacation is accrued for a given calendar year from January 1st to December 31st. Please consult the appropriate vacation accrual schedule to determine the maximum carry-over balance according to your job classification (non-exempt or exempt). A Team Member may not exceed a negative leave balance of more than three (3) days.

Procedure for Requesting Vacation

When vacation is initially planned and approved, the Request for Leave must be given to the Human Resources Department. Any changes to the planned vacation must be submitted in writing, and including the approving supervisor's signature, and will be reflected on the Team Member's leave record. This must be done no later than the end of the pay period in which the leave was taken or you will be automatically docked for the "requested" leave. A copy of the Request for Leave Form is to be kept by the Team Member and should be used when verifying his/her leave record.

In accordance with the Fair Labor Standards Act guidelines, Exempt Team Members need only use this form when requesting/taking a full day of leave. No leave will be deducted for less than a full day's absence in the case of Exempt Team Members.

NOTE: Employees may not obtain a negative leave balance exceeding 3 days/twenty-four hours.

Non-Exempt Vacation Accrual Schedule:

Years of Service	Years of Service	Maximum Per Year
0-4 yrs	0-3 yrs	10
5-9 yrs	4-6 yrs	12
10+	7-9 yrs	15
	10+	18
Carry over 2 weeks		
Eligibility criteria: Accrual begins date of hire		
Maximum carryover 80 hours		

Maximum vacation leave that can be accumulated is 144 hours (eighteen (18) days) over a one-year period of time. Accrued, but unused vacation leave will be carried over into the next year, accruing up to a maximum of 80 hours. If ten (10) days of vacation leave is accrued, but unused, then the vacation leave accrual is capped. Vacation Leave will begin accruing only when a minimum of one full day of leave is taken.

Exempt Vacation Accrual Schedule:

Years of Service	Maximum Per Year
0-3 yrs	15
4-6 yrs	18
7-9 yrs	20
10+	22
Carry over 4 weeks	
Eligibility criteria: Accrual begins date of hire	
Maximum carryover 160 hours	

Maximum vacation leave that can be accumulated is 176 hours (twenty-two (22) days) over a one-year period of time. Accrued, but unused vacation leave will be carried over into the next year, accruing up to a maximum of 160 hours. If twenty (20) days of vacation leave is accrued, but unused, then the vacation leave accrual is capped. Vacation Leave will begin accruing only when a minimum of one full day of leave is taken.

Vacation and Terminating Employment

A Team Member will be paid for all accrued and unused vacation on their final paycheck. Payment of accrued and unused vacation is dependent on the Team Member's faithful reporting of vacation used. Payment may be reduced or eliminated when the Team Member fails to report the use of leave.

If an individual terminated employment with a negative leave balance, the Team Member must reimburse the company for that negative balance through payroll deduction from the final earnings.

Unapproved vacation may not be used on the last day of employment.

Sick Leave Policy

Our company provides paid sick days to all full time Team Members. An overview of our sick policy is as follows:

- Exempt Team Members are eligible to begin accruing sick leave upon date of hire.
- Non-Exempt Team Members are eligible to begin accruing sick leave the 1st of the month following date of hire.

Prudent use of sick leave will ensure its availability when needed. Sick leave will be granted to eligible Team Members for their illness/injuries or for the care of their dependent(s) living in the same household, i.e. spouse, children, parents or legal dependents. Prior approval must be granted by the immediate supervisor if sick leave is to be used to care for a Team Member's dependent. Management may request a physician's certificate of illness to certify the necessity for the absence. Certification may also be requested in the event that repeated "incidents" of sick days are taken. For more than three (3) consecutive sick days taken a physician's certificate of illness will be required.

The rate of accrual of Sick Leave for eligible Team Members is as follows:

Non-Exempt Sick Leave Accrual Schedule:

Years of Service	Maximum Per Year
0+ yrs	7
3 weeks carry over	
Eligibility criteria: Accrual begins 1 st of the month following date of hire.	
Maximum carryover 120 hours	

Maximum sick leave that can be accumulated is 56 hours (seven (7) days) over a one-year period of time. Accrued, but unused Sick Leave will be carried over into the next year, accruing up to a maximum of 120 hours. If fifteen (15) days of sick leave is accrued, but unused, then the sick leave accrual is capped. Sick Leave will begin accruing only when a minimum of one full day of sick leave is taken.