

Temporary Staffing Timesheet – Company Name

Store Number/Location: _____ Customer Name and Address: _____

Employee Name: _____ SS#: _____

| Day | Date | Start Time | End Time | Lunch | Regular Hrs. | Overtime Hrs. | Approval |
|-----------|------|------------|----------|-------|--------------|---------------|----------|
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |

| | | |
|--------------|--|--|
| Total | | |
|--------------|--|--|

EMPLOYEE NOTICE: I have completed the aforementioned work listed above and certify that this information is accurate. I acknowledge that this form must be legible and also must be signed by a manager/supervisor. I have read and accepted the terms and conditions listed below and that I neither witnessed nor experienced an accident or injury during the time listed above.

STANDARD TERMS AND CONDITIONS: The individual signing this timesheet represents and warrants that they are a duly authorized employee of "Location" hereinafter referred to as Customer and certify that the hours listed above are true and correct and that the work was performed by the Employee listed above in a satisfactory manner and further agrees pay Company Name, Inc., for all hours stated above without any offsets or discounts. **ANY DISPUTE TO THE TIME WORKED MUST BE RECORDED ON THIS FORM FOR PROPER CREDIT.**

TERMS ARE DUE ON RECEIPT FROM DATE OF INVOICE at the agreed upon rate between Company Name and Customer. In the event of non-payment, Company Name reserves the right to charge interest on the outstanding balance at a rate of 1.50% per month until paid in full and terms and conditions on referral/buy. Customer may not reassign or relocate an Employee without the prior approval from Company Name. The supervision of the assigned Company Name employee is the responsibility of the Customer. Furthermore the Customer recognizes the employee, employer relationship between Company Name and its employee and accepts the obligation to discuss with Company Name all matters concerning their employment, including but not limited to, job assignments, pay procedures and commissions. Customer also agrees not to pay Company Name employees directly or advance them any funds.

CUSTOMER ACKNOWLEDEMENT: I have read and accepted the terms and conditions listed above and expressly agree to the terms and conditions without any offsets or deductions and I further warrant that I am authorized on behalf of the Company to execute this document.

CUSTOMER SIGNATURE: _____ **PRINT NAME:** _____ **TITLE:** _____

PHONE NUMBER: _____ **DATE:** _____