

<b>JOB NUMBER</b>	<b>TIMESHEETS DUE NOON MONDAY</b>				
<b>EMPLOYEE</b>	<b>PRINT NAME</b>				
<b>WEEK ENDING SUNDAY</b>			<b>ASSIGNMENT ENDED</b>		
<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>	
			<b>DAILY TOTALS</b>		
	<b>TIME IN</b>	<b>LUNCH</b>	<b>TIME OUT</b>	<b>REG.</b>	<b>O.T.</b>
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>TOTAL HOURS WORKED TO NEAREST QUARTER HOUR</b>					
<b>EMPLOYEE SIGNATURE</b>			<b>DATE</b>		
<b>CLIENT CERTIFICATION</b>			<b>DATE</b>		
I CERTIFY THAT THE HOURS INDICATED ARE CORRECT					
<b>APPROVED BY:</b>		<b>TITLE</b>			

**Temporary & Direct Hire Staffing Professionals**  
*A+ Temps, our Temps make the grade!*



**Temps**

1017 BROADWAY • BAYONNE, NJ 07002  
 Phone: 201-437-5594 • FAX: 201-437-2914  
 Scan to: MRowland@AplusPersonnel.com

**CLIENT**

**ADDRESS**

**ATTN. OF:**

We (the client) understand that the temporary help supplied by A+ Temps is the result of substantial expense in terms of time and money spent for the advertising, screening, testing, and training of its personnel. Therefore, in consideration of this service, we agree that if any employee named herein is employed by us, our associates or affiliates (either as a salaried employee or an independent contractor) during a temporary assignment within one (1) year after the temporary assignment, we will pay A+ Temps a fee equal to 1% per thousand of employee's annual salary. Temp to direct hire conversion: after 680 hours of employment through A+ Temps by client, client may hire employee at no extra cost.

WHITE COPY: OFFICE      YELLOW COPY: CLIENT      PINK COPY: EMPLOYEE

The individual signing this time sheet is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the front side of the time sheet are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that the supervision of the assigned A+ Temps employee for the agreed upon duties is our (the client) responsibility.

We (the client) agree not to authorize any A+ Temps employee to operate any motor vehicles, automotive or truck equipment.

We (the client) agree not to entrust any A+ Temps employee with cash, negotiable instruments or other valuable property without written permission from A+ Temps. Without such prior permission, we (the client) accept full responsibility for any loss of liability caused or incurred by an A+ Temps employee while handling cash, negotiable or other valuables.

It is further understood that A+ Temps will not be responsible for any claims arising out of or under its fidelity bond unless such claims are reported in writing to A+ Temps within ten (10) working days of the discovery of the alleged wrongful act.

We (the client) further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposure to hazardous substances and to insure A+ Temps employee use any protective equipment necessary to perform assignment safely.

The A+ Temps employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon receipt at the agreed upon rate. Overtime hours will be billed at 1½ times the straight billing rate. In the event that we fail to pay the charges of A+ Temps (whether for temporary services or conversion fee) when due, we (the client) shall pay all collection and/or litigation costs plus reasonable attorney fees.

We (the client) hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duty constituted governmental bodies concerning A+ Temps or any other employees and we agree to identify and hold A+ Temps harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against A+ Temps by reason of our (the client) failure to comply with same.