



**P: 888.290.3166**

**F: 888.839.5135**

COMPANY NAME	WEEK ENDING DATE
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COMPANY ADDRESS

EMPLOYEE NAME

EMPLOYEE SIGNATURE

**THIS TIMECARD MUST BE TURNED IN THE FOLLOWING MONDAY BY 5PM**

**IMPORTANT EMPLOYEE NOTICE:** By signing this form you agree to the terms and conditions on the opposite side. Your signature also certifies that the time reported is true and correct and no injuries occurred.

DAY	DATE	HOURS TO NEAREST QUARTER HOUR IN 100ths - .25, .50, .75				
		START	FINISH	LUNCH	REG. HOURS	OVERTIME
MO						
TU						
WE						
TH						
FR						
SA						
SU						
<b>TOTAL HOURS</b>						

COMPANY PRINTED NAME

COMPANY SIGNATURE	DATE
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**IMPORTANT COMPANY NOTICE:** By signing this card, as the client representative, the client agrees that hours shown are correct, work was done satisfactorily and the client company agrees to the terms and conditions on the reverse side of this time card.

**Please draw lines through any unused spaces.**

## CLIENT INFORMATION

CLIENT NAMED ON THE REVERSE SIDE AND OR THEIR REPRESENTATIVES HEREBY AGREES SMITH STAFFING, INC. :

1. SMITH STAFFING, INC. INCURS SUBSTANTIAL RECRUITING, SCREENING, ADMINISTRATIVE AND MARKETING EXPENSES IN ORDER TO ACQUIRE TEMPORARY EMPLOYEES. CLIENT AGREES THAT IF CLIENT HIRES A SMITH STAFFING, INC. EMPLOYEE BEFORE THE END OF THE NINETY (90) DAY TEMPORARY PERIOD, WITHOUT A WRITTEN AGREEMENT FROM SMITH STAFFING, INC., CLIENT WILL PAY SMITH STAFFING, INC. A CONVERSION FEE OF TWENTY (20) PERCENT OF TEMPORARY EMPLOYEE'S ANNUAL GROSS SALARY. CLIENT ALSO UNDERSTANDS THAT THE EMPLOYEE
2. CLIENT AGREES THAT THE SUBMITTED TIME CARD IS CORRECT AND THAT THE WORK WAS PERFORMED IN A SATISFACTORY MANNER - BILLING UNLESS OTHERWISE AGREED TO BY CLIENT AND SMITH STAFFING INC.
3. CLIENT CONFIRMS THE PRIOR AGREEMENT BETWEEN SMITH STAFFING, INC. AND CLIENT WITH RESPECT TO THE SERVICES PERFORMED HEREUNDER AND ANY FUTURE SERVICES.
4. CLIENT HAS NOT AND SHALL NOT IN THE FUTURE WITHOUT PRIOR WRITTEN PERMISSION FROM SMITH STAFFING, INC. ENTRUST SMITH STAFFING, INC. TEMPORARY EMPLOYEE WITH UNATTENDED PREMISES, CASH, NEGOTIABLE INSTRUMENTS, OR OTHER VALUABLES OR AUTHORIZE THE TEMPORARY EMPLOYEE TO OPERATE MACHINERY OR MOTOR VEHICLES AND SHALL NOT ASSIGN EMPLOYEE TO PERFORM WORK OTHER THAN THAT DESCRIBED AT THE TIME THE CLIENT PLACED THE JOB ORDER.
5. SMITH STAFFING, INC. INSURANCE DOES NOT COVER LOSS OR DAMAGE CAUSED BY SMITH STAFFING, INC. TEMPORARY EMPLOYEE OPERATING CLIENT OWNED, LEASED OR RENTED MOTOR VEHICLE(S), AND CLIENT THEREFORE ACCEPTS FULL RESPONSIBILITY FOR CLAIMS INCLUDING THE DEFENSE THEREOF, INVOLVING BODILY INJURY, PROPERTY DAMAGE, FIRE, THEFT, COLLISION, CARGO DAMAGE OR PUBLIC LIABILITY DAMAGES SUSTAINED OR INCURRED AS A RESULT OF SMITH STAFFING, INC. TEMPORARY EMPLOYEE DRIVING SUCH VEHICLE(S), OR ARISING OUT OF OR INVOLVING VIOLATION BY CLIENT OF PARAGRAPH FOUR (4) ABOVE.
6. SMITH STAFFING, INC. IS NOT RESPONSIBLE FOR CLAIMS MADE UNDER ITS LIABILITY OR BOND INSURANCE POLICIES UNLESS SUCH CLAIMS ARE REPORTED TO SMITH STAFFING, INC. IN WRITING BY CLIENT WITHIN THIRTY (30) DAYS AFTER ALLEGED OCCURRENCE.
7. SMITH STAFFING, INC. IS NOT RESPONSIBLE FOR CLAIMS FOR DAMAGE TO PROPERTY WITHIN SMITH STAFFING, INC. OR SMITH STAFFING, INC. TEMPORARY EMPLOYEE'S CARE, CUSTODY AND / OR CONTROL.
8. ALL INVOICES ARE DUE FOURTEEN (14) DAYS FROM INVOICE DATE. IN THE EVENT OF CLIENT'S NON-PAYMENT OF SMITH STAFFING, INC. INVOICES, CLIENT AGREES TO BE RESPONSIBLE FOR ALL COLLECTION EXPENSES, INCLUDING ATTORNEY'S FEES, INTEREST AND COURT COSTS.
9. CLIENT ACCEPTS THE OBLIGATION TO DISCUSS ALL MATTERS CONCERNING SMITH STAFFING, INC. TEMPORARY EMPLOY, INCLUDING WITHOUT LIMITATION, TEMPORARY EMPLOYEE JOB ASSIGNMENTS, WAGES AND PAYROLL PROCEDURES WITH SMITH STAFFING, INC. AND NOT WITH SMITH STAFFING, INC. TEMPORARY EMPLOYEE DIRECTLY.
10. CLIENT SHALL INDEMNIFY AND HOLD SMITH STAFFING, INC., ITS SUBSIDIARIES, AFFILIATES AND AGENTS, INCLUDING THE EMPLOYER OF RECORD HARMLESS FROM ANY AND ALL CLAIMS AND DAMAGES ARISING OUT OF CLIENT'S VIOLATION OF EMPLOYMENT LAWS INCLUDING, WITHOUT LIMITATION, OSHA AND EEO, AND IMMIGRATION LAWS.

## EMPLOYEE INFORMATION

1. I AGREE THAT FOR A PERIOD OF SIX MONTHS AFTER THE TERMINATION OF MY ASSIGNMENT AS A TEMPORARY EMPLOYEE OF SMITH STAFFING, INC., I WILL NOT PROVIDE MY SERVICES TO THIS CLIENT DIRECTLY AS AN EMPLOYEE OR CONSULTANT OR INDIRECTLY AS AN EMPLOYEE OF ANOTHER TEMPORARY, STAFFING, LEASING, OUTSOURCING OR OTHER TYPE OF EMPLOYMENT SERVICE WITHOUT WRITTEN PERMISSION FROM A REPRESENTATIVE OF SMITH STAFFING, INC.
2. RECORDING YOUR TIME. PLEASE REPORT ALL TIME TO THE NEAREST 1/4 HOUR.
3. OVERTIME. ALL AUTHORIZED WORK YOU PERFORM IN EXCESS OF 40 HOURS PER WEEK (MONDAY THROUGH SUNDAY) WILL BE AT TIME AND ONE HALF (1 1/2) THE REGULAR RATE. YOU ARE PERMITTED TO WORK OVERTIME ONLY IF THE CLIENT REQUESTS AND APPROVES SUCH WORK. APPROVAL MUST BE OBTAINED FROM SMITH STAFFING, INC. BY THE CLIENT BEFORE OVERTIME CAN BE AUTHORIZED.
4. LUNCH. YOUR LUNCH PERIOD WILL BE DETERMINED BY THE CLIENT'S SUPERVISOR TO WHOM YOU ARE ASSIGNED. IF YOU WORK A FULL DAY, THE LAW REQUIRES YOU TAKE A MINIMUM OF ONE HALF (1/2) HOUR FOR LUNCH.
5. ABSENCE. CALL US AT ONCE. WE WILL CONTACT THE CLIENT. IF YOU WILL BE OUT A NUMBER OF DAYS IT WILL BE UP TO THE CLIENT TO DECIDE ON REPLACING YOU OR AWAITING YOUR RETURN.
6. WE WILL CONTACT OUR CLIENT. WHEN YOU ARE LATE, YOU CANNOT WORK THE DESIGNATED HOURS OR YOU WON'T BE ABLE TO WORK, CALL US - WE WILL CONTACT THE CLIENT.
7. FUTURE ASSIGNMENTS. IF YOU DO NOT CONTACT SMITH STAFFING, INC. AFTER YOUR ASSIGNMENT ENDS WE WILL ASSUME YOU ARE NOT AVAILABLE FOR WORK.
8. DO NOT OPERATE ANY EQUIPMENT OR MOTOR VEHICLES WITHOUT APPROVAL OR SMITH STAFFING, INC. AND THE CLIENT.
9. ANY INJURY SUSTAINED WHILE WORKING FOR SMITH STAFFING, INC. SHALL BE REPORTED IMMEDIATELY TO THE ASSIGNMENT SUPERVISOR AND SMITH STAFFING, INC.