

ASSIGNMENT INFORMATION	CLIENT NAME		
	ADDRESS		CITY
	REPORT TO:	TIME	DEPT.

P.O. Box 277  
Vineburg, CA 95487  
Fax: (707) 939-2981



Tel: (707) 552-7800  
Tel: (707) 939-2800

COMPANY NAME	WEEK ENDING SUNDAY
ADDRESS	CITY

ORDER #

DELIVER MY CHECK BY:

DIRECT DEPOSIT     HOLD

EMPLOYEE NAME

EMPLOYEE SIGNATURE

X

AVAILABLE FOR WORK? YES  NO

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

DAY	DATE	HOURS TO NEAREST QUARTER HOUR				
		STARTED	FINISHED	LESS LUNCH	REG HOURS	O.T.HOURS
MON						
TUES						
WED						
THUR						
FRI						
SAT		PLEASE DRAW LINES				
SUN		THROUGH DAYS NOT WORKED				

REGULAR		OVERTIME	
HRS	MIN	HRS	MIN

CLIENT: PLEASE WRITE TOTAL HOURS IN WORDS TO NEAREST QUARTER HOUR ABOVE

TOTAL HOURS: ▶

PLEASE PRINT NAME (CLIENT)

TITLE

AUTHORIZED SIGNATURE (CLIENT)

X

IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? YES  NO

IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE.

OFFICE COPY

### CLIENT INFORMATION

Client named on the reverse side hereby agrees that the Temporary Personnel Service named on the reverse side (hereinafter called "Contractor"):

- (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee within 90 days after this date, without agreement from Contractor, Client will pay Contractor's conversion charge.
- (2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.
- (3) Client confirms the prior agreement between Contractor 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 Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job order.
- (5) Contractor's insurance does not cover loss or damage caused by Employee operating Client's owned or leased 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 Employee driving such vehicle(s), or arising out of our involving violation by Client of paragraph 4(i) or 4(ii) above.
- (6) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.
- (7) Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody and control.
- (8) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Contractor and not with Employee directly.
- (10) Client shall indemnify and hold Contractor, 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) **Recording Your Time.** Report all time to the nearest 1/4 Hour. Do not show odd minutes.
  - (2) **Overtime.** All authorized work you perform in excess of 40 hours per week (Mon-Sun) will be at time and one half the regular rate. You are permitted to work overtime **only** if the client requests and approves such work. Approval **must** be obtained from us by the client before overtime can be authorized.
  - (3) **Lunch.** Your lunch period will be determined by the 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.
  - (4) **Absence - Call Us At Once.** We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.
  - (5) **Never Call Our Client.** When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.
  - (6) **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.
- NOTE: In certain states, if you fail to contact us, without good cause,**