



ALLSTAFF TECHNICAL SOLUTIONS, INC.

EMPLOYEE TIMECARD

FAX TIMECARD TO 404-935-6100

TO ENSURE TIMELY PAYMENT FILL OUT ALL REQUESTED INFORMATION COMPLETELY!

Name _____ Client _____
 [Redacted] _____ Manager Name _____
 Phone _____ Manager Phone _____

	Date	Time In	Time Out	Billable Hours	Definitions
Monday					Date: Full Date (e.g. 9/4/08) Time In: Time reported to work (e.g. 9:00 AM) Time Out: Time left work (e.g. 5:30 PM) Billable Hours: Total time worked minus time taken for lunch, etc. Round to the nearest quarter hour.
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Time					

MANAGER CONFIRMATION: The undersigned, as agent for the client company, certifies that the AllStaff Technical Solutions, Inc. contractor named herein worked acceptably during the period noted on this form. The undersigned also acknowledges and accepts the terms and conditions listed in the box below. Please read the terms and conditions below, sign, and keep a copy of this form for your files.

Signature _____ Date _____

EMPLOYEE INSTRUCTIONS: Please complete this timecard and fax it to 404-935-6100. We must receive your timecard by 8:00AM Monday. If we do not receive your timecard by the deadline, your check will be delayed by one week. You can confirm if we received your timecard online at: <http://www.checkmytimecard.com>. Always keep a copy for yourself and leave a copy with your supervisor.

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIMECARD WHILE ON THIS ASSIGNMENT. I HAVE NOT HAD ANY WORK-RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO ALLSTAFF TECHNICAL SOLUTIONS.

Signature _____ Date _____

Employer Terms and Conditions

<p>AllStaff Technical Solutions, Inc. (AllStaff) is providing staff to perform services for you in consideration of your agreement to the following terms and conditions:</p> <p>AllStaff will make its best efforts to provide qualified employees. However, Client agrees that Client will be responsible for final acceptance of an employee and by accepting an employee Client agrees that the employee meets the Client's criteria.</p> <p>There is no set period of employment. Client may hire the employee provided or referred by AllStaff for as many hours or days as Client determines but if an employee reports to work for a partial day, Client will be billed for proportional hours.</p> <p>Client will provide AllStaff with an accurate accounting of all hours worked by AllStaff referred employees on a weekly basis. AllStaff will bill for these services by invoice every Monday for the previous week's hours. Client agrees to pay a late charge of 5% of each invoice not paid in full within 10 days of invoice date. Client agrees to pay interest at a rate of 1.5% interest per month on any monies owed but not paid within 30 days.</p>	<p>Client agrees that it shall not hire any job applicants referred to AllStaff without payment of a placement fee. If Client hires any AllStaff employee or job applicant sent to Client by AllStaff within three years of the employee's or applicant's last contact with the Client, Client agrees to pay AllStaff a placement fee equal to 30% of the first year's annual salary of the person hired.</p> <p>Client agrees to be responsible for and hold AllStaff harmless for any loss of cash, securities, or other valuables caused by any AllStaff employee or employee referral.</p> <p>Client agrees to be responsible and hold AllStaff harmless for any damage or physical loss to Client's data, machinery, equipment, material or property whether owned or leased or borrowed, caused by any AllStaff employee.</p> <p>Client agrees to be responsible for and hold AllStaff harmless for any loss, damage or liability arising from the operations of a motor vehicle used by a AllStaff employee or employee referral for the Client's business whether the motor vehicle is owned by the employer, or by the employee or is leased or borrowed.</p> <p>Client agrees to abide by all applicable labor laws.</p>
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