



Fax: 908-508-0323

261 Springfield Ave. Ste. 204
Berkeley Heights, NJ 07922
Phone: 908-508-0300

WEEK ENDING SUNDAY		
--------------------	--	--

EMPLOYEE NAME <i>Please print</i>

I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the Client.

EMPLOYEE SIGNATURE

Equal Opportunity Employer

	DATE	DAY SHIFT				EVENING SHIFT				NIGHT SHIFT			
		TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
MON													
TUE													
WED													
THU													
FRI													
SAT													
SUN													

CLIENT: YOUR SIGNATURE CERTIFIES THAT DAYS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORILY, AND YOU AGREE TO THE TERMS AND CONDITIONS AT THE BOTTOM OF THIS TIME SHEET. SUPERVISOR'S NAME <i>Please print</i> AUTHORIZED SIGNATURE X	MINIMUM BILLING PER DAY: 4 HOURS TOTAL HOURS IN EXCESS OF 40 ARE BILLED AT TIME AND A HALF.	GRAND TOTAL								
	COMPANY NAME ADDRESS CITY	<table border="1"> <tr> <th colspan="2">REG. HOURS</th> <th colspan="2">OVERTIME</th> </tr> <tr> <td>HRS</td> <td>MIN</td> <td>HRS</td> <td>MIN</td> </tr> </table>	REG. HOURS		OVERTIME		HRS	MIN	HRS	MIN
REG. HOURS		OVERTIME								
HRS	MIN	HRS	MIN							
IS THE EMPLOYEE CONTINUING THIS ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO										

Employee Instructions: Complete this time sheet, sign it and then have your supervisor sign it.

Scan/Email the completed time sheet to Info@SmartStaff.job, or Fax to 908-508-0323,

give a copy to your supervisor, keep a copy for yourself.

Please return the entire page. Do not remove anything.

TERMS AND CONDITIONS

Client, as evidenced by the signature of its authorized representative above, in consideration for the furnishing of services by Contractor named above (hereinafter "Contractor", which references shall include subsidiaries, affiliates, agents, assignees, and employer of record) agrees to adhere to and be legally bound by the following Terms and Conditions. Contractor, or its designated agent, is the employer of all supplemental staff assigned to Client (hereinafter "Employee(s)") by Contractor. The Client certifies that the hours worked and the information listed above is correct and the services of the Employee identified above were satisfactory. Contractor will bill and Client agrees to pay for all hours worked, including overtime premiums incurred, as required by applicable Federal and/or State Law.

The Client recognizes that Contractor has an Employer/Employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning employment and job assignments with Contractor directly.

Client warrants that it complies with all occupational safety and health laws and regulations and agrees to provide all work site notifications, orientation and training required by law.

Client shall pay all reasonable attorney's fees and other costs and expenses of collection incurred by Contractor in enforcing this Agreement. Client acknowledges that fees for services are due net 15 days and are past due after net 30 days, and Client agrees to pay 1-1/2% per month interest for any fees that are past due. Client agrees that Contractor incurs substantial recruiting, screening, administrative and marketing expenses in connection with the Employee and further agrees to pay a conversion charge of 25% of Employee's salary, unless otherwise agreed to in writing by both parties, if Client directly or by another staffing firm, or as a consultant, or as a permanent Employee to the Client, employs Employee within 180 working days from the last day of work recorded above. Employee named above agrees to obtain written consent from Contractor prior to accepting employment directly or indirectly with Client before the expiration of the conversion period.

Client shall not allow Contractor's Employees to handle cash, negotiables, or other valuables or to be entrusted with otherwise unattended premises or authorize such Employees to operate machinery or motor vehicles without prior written permission from Client in each instance. Client acknowledges that Contractor will not cover loss or damage resulting therefrom and will indemnify and hold Contractor harmless from any such claims, including the defense thereof, arising out of the breach of the foregoing, including if Contractor is alleged to be negligent.

Contractor does not warrant or guarantee Employee's technical expertise or ability to obtain any specific results. While on assignment, Employee's work is performed solely under Clients' direction, supervision and control. Client agrees to indemnify, hold harmless and defend Contractor against any and all claims, damages, lawsuits, expenses, (including attorney's fees) and other liabilities which result in any way from the services provided by Contractor or its Employees to Client or the results obtained therefrom, or any liability arising from any change in Employee's job responsibilities without prior approval of Contractor, any violation by Client of OSHA or similar state communication and safety regulations, or from any injuries resulting from product liability or design defects of products on Client's premises or any labor violations committed by Client, including instances where Contractor is alleged to be negligent. Contractor is not responsible for liability or bond insurance claims unless Client reports such claims to Contractor in writing within ten (10) days after occurrence.