



Time Sheet

Week Ending Saturday					
	Month		Day		Year

Company Name: _____

Total Hours worked in numbers: _____ Total hours worked in words: _____

The undersigned is an authorized representative of the above company and certifies that the employee worked the hours indicated with service performed satisfactory. The undersigned has read and agrees to the conditions of service on both sides of this form.

Client Name (please print) _____

Client Signature _____ Date _____

Employee Name (print) _____

Social Security Number _____

	Start time	Finish	Less	Total Reg	Total O.T.	Total	O.T.
	Hrs	Time	Lunch	Hrs	Hrs	Double	Apprvd.
	Min	Hrs		Min	Min		
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Total Hours and Minutes Worked This Week							

I certify that these hours and dates are correct and have been approved by the client. I further certify that I suffered no injury during the work period. I understand that if the assignment ends, it is my responsibility to contact the company for reassignment. Failure to do so will be considered my voluntary resignation. I further understand that time sheets submitted after ninety (90) days will not be honored for payment I agree that after six (6) months after the termination of my assignment that I will not provide my services to this client as an employer or contractor or as an employee of any other temporary or outsourcing service without prior written consent of JP Staffing LLC.

Employee Signature _____ Date _____

CONDITIONS OF SERVICE

Client agrees to the following conditions of services:

- CLIENT will not entrust JP Staffing, LLC (COMPANY) employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. If computer work is involved, employees are not to be informed of any confidential access codes, or be permitted unsupervised access to confidential information, unless authorized in writing by COMPANY. COMPANY shall incur no liability, as a consequence of CLIENT having entrusted cash, negotiable securities or other items of value to any employee of COMPANY, except where CLIENT so acted with the prior written consent of COMPANY. CLIENT understands that criminal and drug screening services are available for an additional fee and must be agreed to in writing by both CLIENT and COMPANY. CLIENT or CLIENT's employees shall not pay COMPANY employees directly or advance any funds to them.
- COMPANY employees are not permitted to operate machinery or drive any motorized vehicle (including their personal vehicle) while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT agrees to defend, indemnify and hold harmless COMPANY from any claims for bodily injury including death or property damage, arising out of the use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by COMPANY employees.
- CLIENT agrees to comply with state and federal civil rights laws, and other employment-related laws. COMPANY shall incur no liability with regards to any violation of employment related laws by CLIENT.
- CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it shall have in place at all times an ongoing safety program in compliance with all laws and ordinances related to employee safety. CLIENT agrees to indemnify, defend and hold harmless Occupational Safety and Health Act of 1970, or any similar state law with respect to workplaces owned, leased or supervised by CLIENT and to which COMPANY employees are assigned.

- CLIENT understands COMPANY's employees are assigned to CLIENT to render temporary service and, absent agreement to the contrary, are not reassigned to become employed by CLIENT. CLIENT acknowledges the considerable expense incurred by COMPANY to advertise, recruit, evaluate, train and quality control its employees. Accordingly, CLIENT will not without the written consent of COMPANY management, hire a COMPANY employee, interfere with the employment relationship between COMPANY and its employees, or directly or indirectly cause a COMPANY employee to transfer to another temporary help service. The COMPANY employee has been referred to CLIENT on a temporary basis while seeking direct hire employment through COMPANY. If CLIENT either directly or indirectly such as through another company within CLIENT's control, solicits or offers employment to and/or hires this person as an employee or consultant or utilizes this person's services through another temporary or outsourcing service within six months after termination of this person's temporary assignment with COMPANY at CLIENT. CLIENT agrees to pay COMPANY its fee in accordance with the COMPANY's direct hire placement division standard fee schedule, stipulated at a 1% per \$1,000 of employees annualized wage or salary, up to a maximum fee of 30%. CLIENT will not reassign or relocate a COMPANY employee without prior written approval of COMPANY. CLIENT agrees to assume all liability for any third party claim, arising after any reassignment/relocation without prior approval of COMPANY.
- This agreement shall be governed by the laws of the State of Minnesota. Any legal matters concerning this agreement, or the CLIENT's and COMPANY's rights or obligations pursuant hereto, shall be instituted at the Anoka County Superior Court or any legal or equitable action or other proceeding, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which the party be entitled.
- CLIENT agrees to NET UPON RECEIPT, in absence of a written agreement to the contrary, and understands that unpaid accounts will be considered in default after thirty (30) days after the invoice due date. Thereafter, an interest charge will be imposed at 1.5% per month on any unpaid balance. CLIENT agrees to pay default charges and attorney's fees for cost of collection.