

<i>Employee Name:</i>		<i>Social Security #</i> - -	<i>Employee Signature:</i>
<i>Client Company</i>		<i>Print Supervisor's Name:</i>	
<i>Client Address:</i>			
<i>Telephone: #</i>	<i>Department:</i>		<i>Supervisor – Please handwrite approved hours:</i>

I have read, understand and agree to comply with all terms and conditions stated below on this time sheet. My signature certifies that (1) hours shown are correct, and (2) work was done satisfactorily.

Authorized Company Signature: _____

Title: _____ *Department:* _____ *Date:* _____

Day	Date	Time Started	Time Finished	Less Lunch Period	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

- 1. Please type or use ballpoint pen**
- 2. Client – Please keep a copy for your records**
- 3. Employee – Please keep a copy for your records**
- 4. Time Sheet must be faxed by Monday 12 noon**
- 5. Checks will not be released without original Time Sheet**

Terms and Conditions

The Client:

A representative of your company's signature on this time sheet certifies that the person signing the time sheet is authorized to do so on behalf of the company, the hours documented are correct, the work was performed satisfactorily, and PRINCIPAL ASSET is authorized to invoice your firm for the hours worked by the named temporary employee.

Your company agrees not to employ, or other than through PRINCIPAL ASSET, use the services of any temporary employee assigned to your company for a period of one (1) year after the last date the temporary employee worked on an assignment at your company. If your company or its affiliates directly or indirectly employs such individual on a temporary or permanent basis, uses the services of such individual on a consulting, independent contractor or other basis or uses the individual's services through a third party within this one (1) year period, your company agrees to pay Principal Asset a fee equal to twenty -five percent (25%) of the individual's total estimated gross compensation to be earned during his or her first twelve (12) calendar months of employment.

Principal Asset's work week is Monday through Sunday, beginning at 12:01 a.m. Monday and ending at midnight on the following Sunday. If a temporary employee, entitled to overtime compensation works more than forty (40) hours in a workweek, your company will be invoiced at a rate of one and one-half times the individual's regular hourly billing rate of pay for all hours worked in excess of forty (40) hours in a workweek.

PRINCIPAL ASSET has an employer-employee relationship with its temporary employees and your company agrees that all matters regarding employment, job assignments, and pay procedures and rates with respect to any temporary employee will be addresses directly with PRINCIPAL ASSET and not with the temporary employee.

PRINCIPAL ASSET guarantees satisfaction with its temporary employee's services by extending a four (4) hour guarantee period. If, for any reason, we are dissatisfied with the employee assigned to us, PRINCIPAL ASSET will not charge for the first four (4) hours worked by such employee, provided that PRINCIPAL ASSET replaces the individual assigned. Unless we contact PRINCIPAL ASSET before the end of the first four (4) hours, we agree that the employee assigned by PRINCIPAL ASSET is satisfactory and further agree to these Additional Terms and Conditions.

The person signing above, certifies on behalf of the Client that:

- (1) The Client has not and will not entrust PRINCIPAL ASSET employees with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from PRINCIPAL ASSET in each instance, and since PRINCIPAL ASSET's insurance does not cover loss or damage caused by PRINCIPAL ASSET employees operating the Client's owned or leased motor vehicle, Client therefore accepts full responsibility for claims, including the defense thereof and will indemnify and hold PRINCIPAL ASSET harmless from any such claim arising out of a PRINCIPAL ASSET employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage;
- (2) PRINCIPAL ASSET is not responsible to Client or others for claims made under its fidelity bond, unless such clams are reported to Principal Asset in writing by the Client within thirty (30) days after occurrence;
- (3) Under no circumstances will PRINCIPAL ASSET be responsible for claims arising from work performed by PRINCIPAL ASSET's temporary employees unless such claims are reported in writing to PRINCIPAL ASSET by the Client within ninety (90) days after the last date of the temporary employee's assignment to the Client; and
- (4) Client will indemnify PRINCIPAL ASSET from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by Client and to which PRINCIPAL ASSET employees are assigned to perform services or are present in;
- (5) Our obligation to pay for services rendered is not affected if the temporary employee terminates the assignment.

The Employee

In consideration of my hiring and employment by PRINCIPAL ASSET, I agree not to accept employment directly or indirectly whether full-time or part-time with any Client of PRINCIPAL ASSET to whom I am assigned and for a period of three -hundred and sixty -five (365) days following completion of any assignment with the Client. I agree not to accept any assignment to work for such Client whether on its premises or as the employee of a third-party within the city or town in which the specific work site to which I am assigned and PRINCIPAL ASSET is located.