



1. Use a separate time record for each week, each assignment, and each client.
2. Timesheet must be signed by authorized representative of Client Company.
3. A copy of this timesheet should be given to the client, one to Career Blazers, and one kept by employee.
4. Timesheets must be submitted to Career Blazers by NOON on the Monday following the work week.

IMPORTANT FOR EMPLOYEE: By executing this form, employee certifies that this form is true and accurate, and that no injuries were suffered. Employee also agrees to terms and conditions concerning EMPLOYEE on the bottom of form.
EMPLOYEE SIGNATURE _____
PRINT EMPLOYEE NAME _____
SOCIAL SECURITY NUMBER _____

ASSIGNMENT CONTINUING? Yes No

AVAILABLE FOR WORK? Yes No

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
	MON				
	TUES				
	WED				
	THUR				
	FRI				
	SAT				
	SUN				
TOTAL HOURS FOR WEEK					
(to nearest ¼ hour)					
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 BOTTOM OF THIS FORM.					
CLIENT COMPANY				DEPT.	
AUTHORIZED SIGNATURE _____				TITLE _____	
ORDER NUMBER _____					
WEEK ENDING DATE ____/____/____					

Terms & Conditions

CLIENT agrees to the following conditions, and consent to be bound by the following:

- (1) CAREER BLAZERS has the sole right to establish the wages and fringe benefits, if any, of its employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required pay-roll taxes, and the maintenance of worker's compensation insurance as required by state law.
- (2) CLIENT agrees to notify CAREER BLAZERS immediately whenever any Temporary Employee performs any work under a Government Contract, and agrees to reimburse CAREER BLAZERS a price differential to reflect the higher wages that may be due any such employee be reason of any Government Contract law or the contract specifications.
- (3) CLIENT agrees to indemnify and hold harmless CAREER BLAZERS, its officers and employees, from and against any and all claims, losses, actions, damages, expenses, liabilities or claims for attorneys' fees arising out of or resulting from (a) the Temporary Employee's use or operation of CLIENT'S owned; non-owned or leased vehicles, machinery or equipment by CAREER BLAZERS' employees, and (b) any negligence, wrongful acts, decisions, statements, acts or omissions by CLIENT, its agents or employees or by any other person.
- (4) CLIENT agrees that it will not entrust CAREER BLAZERS' Temporary Employees with unattended premises, cash, checks, negotiable or other valuables without the prior written agreement from CAREER BLAZERS. CAREER BLAZERS will not be responsible for claims made under its Fidelity Bond unless such claims are reported in writing to CAREER BLAZERS and the local police by the CLIENT within seven (7) days after notice of loss.
- (5) CLIENT acknowledges that CAREER BLAZERS has incurred substantial recruitment, screening, testing, administrative and marketing expenses with respect to its Temporary Employees. Accordingly, CLIENT agrees not to directly or indirectly offer to hire, hire or engage as an independent contractor any Temporary Employee assigned to CLIENT by CAREER BLAZERS for a period of 90 days after completion of the Temporary Employee's assignment, or permit or cause any such Temporary Employee to be placed on the payroll of any other firm for a like period, without the express written permission of CAREER BLAZERS. In the event CLIENT violates this paragraph, CLIENT promises to promptly pay to CAREER BLAZERS, as liquidated damages and not as a penalty, the sum of Three Thousand Dollars (\$3,000.00) or a charge which shall be a percent of Employee's annualized salary (hourly wage times 37.5 times 52); such percent to be computed by dividing such salary by 1,000, whichever sum is greater, and to reimburse CAREER BLAZERS for its reasonable attorneys' fees incurred to enforce its rights hereunder. CLIENT shall notify CAREER BLAZERS immediately of the completion or termination of a Temporary Employee's assignment.
- (6) CLIENT will indemnify CAREER BLAZERS from claims or liabilities pursuant to the Occupational Safety and Health Act governing premises owned or controlled by CLIENT and to which CAREER BLAZERS' employees are assigned, or perform services in or are present in.
- (7) CLIENT agrees to payment to terms of NET UPON RECEIPT of invoice, and agrees that unpaid accounts will be considered in default after sixty (60) days, from the date of invoice, after which a late charge will be imposed at the rate of 1½% per month on unpaid balances (ANNUAL PERCENTAGE RATE OF 18%) or the maximum legal interest rate, whichever is higher. CLIENT agrees to pay the late charge together with any reasonable attorney's fees CAREER BLAZERS may incur to effect collection.
- (8) CLIENT acknowledges and agrees that in the event a Temporary Employee works more than forty (40) hours in any work week for CLIENT, that Temporary Employee is thereby entitled to compensation at the hourly rate of time and one half for such overtime hours.
- (9) CLIENTS signature certifies that the hours shown are correct, that the work was performed to the CLIENT'S satisfaction, and authorizes CAREER BLAZERS to bill CLIENT for the hours worked by the named Temporary Employee.
- (10) CLIENT agrees that the representative who signs this agreement is authorized to do so and that CAREER BLAZERS may rely upon that signature as binding upon CLIENT.

EMPLOYEE agrees to be bound by the following:

In consideration of my hiring and employment by CAREER BLAZERS, I agree not to accept employment directly or indirectly whether full-time or part-time either directly or indirectly through any other staffing firm or entity with any Career Blazers CLIENT to whom I am assigned and for a period of ninety (90) days following completion of any assignment with such CLIENT. I agree to notify CAREER BLAZERS immediately should I receive such an offer of employment.