



JOB ORDER # _____
 Assignment Completed
 Return Next Week

Client Notice and Verification:
 The undersigned, as agent for the client company, certifies that the TeamQuest associate named herein worked acceptably during the period noted on this timecard.
 The undersigned also acknowledges and accepts the terms and conditions listed on the back of this Time Card.
 Client agreement whereby this associate has been supplied by TeamQuest.

Last 4 digits of SS #
 Name: _____
 Company Name _____
 Job Location _____

					WEEK ENDING	
Date	Time in	Lunch Out	Lunch In	Time out	Reg Time	Overtime
Mon						
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						

Authorized Signature: _____
 Title: _____
 Write Hrs. Worked: _____
 Notes or Remarks: _____

Quality of Work:
 Excellent Satisfactory Unsatisfactory

Associate Notice: *Total Reg Hrs.* _____

Please fill in this time card completely and obtain client Authorized Signature. This timecard must be delivered to your TeamQuest Office by 9:00 am Monday. If you turn your timecard in late, your check will be delayed at least one week. If you fail to obtain a proper client Authorization Signature, TeamQuest may not pay you until proper approval is obtained. Failure to notify your TeamQuest representative of completion of your Job Assignment will be considered job abandonment, and unemployment benefits will be denied.

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 illness that I have not reported to TeamQuest.

Associate Signature _____ Date: _____

WHITE - Branch Copy

YELLOW - Branch Copy

PINK - Client Copy

TIMESHEET AGREEMENT

1. CLIENT agrees that TEAMQUEST STAFFING SERVICES obligation to CLIENT is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
2. CLIENT's signature on this timesheet certifies that the hours are correct, that the work was performed to CLIENT's satisfaction and authorizes TEAMQUEST STAFFING SERVICES to bill CLIENT for such hours. CLIENT agrees that, in the event an Assigned Employee works for CLIENT more than forty (40) hours in any workweek, CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
3. CLIENT agrees to pay Net Upon Receipt for invoice, and to pay late charges on any unpaid balances after 30 days from the date of receipt at the rate of 2% per month (Annual Percentage Rate of 24% or the maximum legal rate, whichever is higher).
4. CLIENT agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of TEAMQUEST STAFFING SERVICES and then only under TEAMQUEST STAFFING SERVICES's direct supervision and control, and that it will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of services for CLIENT.
5. CLIENT agrees not directly or indirectly cause or permit any Assigned Employee assigned to CLIENT by TEAMQUEST STAFFING SERVICES to transfer to another entity's payroll, or to perform services for CLIENT while in the payroll of any person or firm other than TEAMQUEST STAFFING SERVICES during the term of the Assigned Employee's assignment to CLIENT and for 90 days after such assignment ends. If CLIENT violates this paragraph, then CLIENT shall pay to TEAMQUEST STAFFING SERVICES a fee in the amount of 15% of the Assigned Employee's annualized compensation, or \$1,000, whichever is greater.
6. If CLIENT hires directly on to its own payroll, or engages as an independent contractor, an assigned Employee after the Assigned Employee has worked at CLIENT's facility for at least 90 days in any calendar year, with no break in service of more than 5 business days, TEAMQUEST STAFFING SERVICES shall waive any placement fee, conversion fee, or liquidated damages, provided that CLIENT has paid to STAFFING FIRM all invoiced amounts for such assigned employee prior to such 90 day period, CLIENT shall pay to TEAMQUEST STAFFING SERVICES an amount equal to what CLIENTS would have paid TEAMQUEST STAFFING SERVICES had such assigned employee worked at CLIENT through TEAMQUEST STAFFING SERVICES for 90 business day at TEAMQUEST STAFFING SERVICES's then current rates.

In the event outstanding invoices are placed in the hands of an attorney for collection, the undersigned agrees to pay to payee, its successors and assigns, all reasonable attorneys' fees and costs incurred in the collection of all outstanding invoices.