

TIME CARD

Time worked. Per one week only. Start with Sunday and end on Saturday.
Enter time nearest Quarter Hour (:00; :25; :50; :75) only.

DAY	DATES	TIME IN	TIME OUT	LUNCH	TOTAL
	MONTH/DAY	HR./QTR. HR.	HR./QTR. HR.	HR./QTR. HR.	HR./QTR. HR.
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					



Total Straight Time: _____

Total Overtime: _____

CLIENT APPROVAL

The hours as shown on this time card are correct. By signing this client approval, we agree to be bound by the terms of the condition of the assignment as stated below.

Company: _____

By: _____

Title: _____

RESOURCE EMPLOYEE

I certify the hours shown on this time card are correct and were worked by me.

SSN#: _____

Employee Name (Please Print): _____

Employee Signature: _____

CONDITIONS OF ASSIGNMENT: (1) Client agrees not to directly or indirectly hire any **Resource Staffing Svcs.** temporary employee without first consulting the local **Resource Staffing Svcs.** office to establish the amount in which **Resource Staffing Svcs.** is to be compensated for its expense. (2) Terms of Payment: **Resource Staffing Svcs.** bills on a weekly basis. Client agrees to pay all invoices Net 10. Client agrees to pay interest on past due sums at 1_% per month. All collection invoices will be subject to attorney fees and court costs. (3) Operation of Machinery and Motor Vehicles: It is agreed by the Client that **Resource Staffing Svcs.** employees are not authorized to operate machinery, automobiles or truck equipment without first obtaining written approval from **Resource Staffing Svcs.** (4) Insurance Coverage: it is understood and agreed that insurance furnished by **Resource Staffing Svcs.** does not cover liability for injury or damages caused by the operation by **Resource Staffing Svcs.** employees of Client's equipment, vehicles, automobiles, or trucks. It is further agreed that the Client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage resulting from violation of condition #3 of these Terms and Conditions.