



PHONE: 888.PY.4.HIRE

FAX: 888.2.PYS.FAX

EMAIL: Timecards@PYStaffing.com

PYS DIVISION

CLIENT NAME

WEEK ENDING

		___ - ___ - ___
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EMPLOYEE NAME SOCIAL SECURITY NUMBER	DEPT. and/or P.O.#	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		TOTAL HOURS	
		START FINISH	TOTAL	START FINISH	TOTAL	START FINISH	TOTAL	START FINISH	TOTAL	START FINISH	TOTAL	START FINISH	TOTAL	START FINISH	TOTAL	REG	OT
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	

CLIENT AGREEMENT

Client's signature certifies that the hours shown are correct, that the work was performed to the Client's satisfaction and authorizes Personally Yours Staffing to bill Client for the hours worked by the named Temporary Employee. Client agrees that the representative who signs this Agreement is authorized to do so, that Personally Yours Staffing may rely upon that signature as binding upon Client, and that the time sheets submitted by facsimile transmission and/or submitted via said representative's email shall be acceptable as valid for billing purposes.

We (the client) understand that the temporary help supplied by Personally Yours Staffing is the result of substantial expense on the part of Personally Yours Staffing, in terms of time and money spent for the advertising, screening, testing, and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (either as a salaried employee or as an independent contractor) during a temporary assignment or within six (6) months after the temporary assignment, we will pay Personally Yours Staffing a settlement fee equivalent to

If Client retains any temporary Employee for a period of at least four (4) hours and fails to advise Personally Yours Staffing of any complaints regarding the Temporary Employee, Client is responsible for paying all fees due for services preformed by the Temporary Employee. Client shall immediately notify Personally Yours Staffing of the completion or termination of a Temporary Employee's assignment.

We understand that the supervision of the assigned Personally Yours Staffing employee for the agreed upon duties is our (the client) responsibility. We agree not to authorize any Personally Yours Staffing employee to operate any motor vehicles, forklifts, automotive, or truck equipment without signing a Driver's Release form supplied by the Personally Yours Staffing office. We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft, or collision caused by or incurred by a Personally Yours Staffing employee while said employee is operating any of the

We agree not to entrust any Personally Yours Staffing employee with cash, negotiable instruments, or valuable property without prior written permission from Personally Yours Staffing. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a Personally Yours Staffing employee while handling cash, negotiable or other valuables.

It is further understood that personally Yours Staffing will not be responsible for any claims arising out of or under its Fidelity Bond unless such claims are reported in writing to Personally Yours Staffing within ten (ten) working days of the discovery of the alleged wrongful act.

We further agree to provide any general or specific training necessary to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that the Personally Yours Staffing employees use any protective equipment necessary to perform the assignment safety.

This Personally Yours Staffing employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. Interest will accrue at one-and-one half percent (1 1/2%) per month on any amount remaining unpaid on your account thirty (30) days after billing. We will be billed for the hours shown on the above time sheet at the agreed upon rate. Overtime hours will be billed at one-and-one half times the straight time billing rate.

We hereby warrant that we (the client) are in compliance with all the laws, rules, and regulations of duty constituted government bodies concerning Personally Yours Staffing or any other employees and agree to indemnify and hold Personally Yours Staffing harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Personally Yours Staffing by reason of our (the client) failure to comply with the same. Additionally, we (the client) warrant that all employees have been given meal and rest periods as mandated by state law.

Client acknowledges that Personally Yours Staffing is an Equal Employment Opportunity employer, and agrees that it shall not harass, discriminate against, or retaliate against any Temporary Employee because of his or her race, national origin, age, sex, disability, sexual orientation, marital status, or other category protected by law, nor shall client cause or request Personally Yours Staffing to engage in such discrimination.

CLIENT SIGNATURE:

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DATE:

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