PERSONALLY YOURS STAFFING

Visit Us Online At: www.pystaffing.com

West Palm Beach Branch
Phone: 888.PY.4.HIRE

Payroll Department Fax: 888-2-PYS-FAX
Email: Timecards@PYStaffing.com

CLIENT NAME	ADDRESS	CITY	WEEK ENDING
			/ /

EMPLOYEE NAME	JOB TITLE

	DATE	HOURS TO THE NEAREST QUARTER HOUR				
		STARTED	FINISHED	(LUNCH)	REG HOURS	OT HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

Express hours worked in decimals and round to the nearest quarter hour.
For Example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs)
(7 hrs 35 min = 7.50 hrs) (7 hrs 40 min = 7.75 hrs)

= **THIS WEEK'S TOTAL HOURS WORKED**

STATEMENT OF ACCURACY

I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.

EMPLOYEE SIGNATURE

My Assignment Will Continue Next Week:

❒ YES ❒ NO

APPROVAL OF HOURS WORKED

Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, that the Client is in agreement with all terms and conditions listed below and that the applicable fees are due and payable to Personally Yours Staffing upon receipt of invoice.

AUTHORIZED CLIENT COMPANY REP/MGR SIGNATURE

PRINT AUTHORIZED CLIENT COMPANY REP TITLE

CUSTOMER 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 e-mail 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 to Personally Yours Staffing a settlement fee equivalent to the Personally Yours Staffing permanent placement fee.

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 all services performed 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 aforementioned vehicles or equipment or while operating any machinery.

We agree not to entrust any Personally Yours Staffing employee with cash, negotiable instruments or other 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 instruments 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 (10) working days of the discovery of the alleged wrongful act.

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

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 ½%) 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. In the event that we (the client) fail to pay the charges of Personally Yours Staffing (whether for temporary services or settlement fee) when due, we (the client) shall pay all collection and/or litigation costs plus reasonable attorney's fees.

We hereby warrant that we (the client) are in compliance with all the laws, rules and regulations of duly 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 same.

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.