

PRESS FIRMLY WITH BALL POINT PEN

EMPLOYEE NAME _____
 CLIENT COMPANY _____
 ADDRESS _____
 CITY/STATE/ZIP _____



ROUND TO THE NEAREST QUARTER HOUR (15 MINUTES)

086526

DAY	DATE	TIME IN	LUNCH TIME OUT	LUNCH TIME IN	TIME OUT	TOTAL HOURS
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
ASSIGNMENT CONTINUING? <input type="checkbox"/> YES <input type="checkbox"/> NO						TOTAL WEEKLY HOURS
				REGULAR HOURS	OVERTIME HOURS	

DO NOT REMOVE THIS STUB

Time Sheet

Reorder from CHRISTOPHER Northeast 1-800-332-0444

EMPLOYEE STATEMENT: When this assignment ends, I agree to contact Point immediately for further assignments, and I understand that if I fail to contact Point, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the Client or service the Client (including any successor in interest) through another personnel agency for a period of 180 days after this assignment ends without Point's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours I have indicated are true and correct.

Payroll Office Locations
POINT STAFFING SERVICES

CONN OFFICE ONE HARTFIELD BLVD EAST WINDSOR, CT 06088 TEL (860) 292-5330 • FAX (860) 292-5322	MASS OFFICE 425 UNION STREET WEST SPRINGFIELD, MA 01089 TEL (413) 747-2516 • FAX (413) 747-2914
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EMAIL: jobs@pointstaffing.com

EMPLOYEE SIGNATURE

In order for the field employee to be paid for total weekly hours shown, this time sheet must be completed and signed both by the Point field employee and by an authorized representative of the client company who can verify the days and hours worked.

CLIENT SIGNATURE _____ DATE _____

PRINT NAME AND TITLE _____

TERMS AND CONDITIONS

- In consideration of services performed by Point Staffing Services and Client agree to the following:
- Client shall pay all invoices upon receipt to Point at the office coordinating said services. Client shall not advance cash or valuables to Point's field employee and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to Point.
- Client shall comply with all laws, rules and regulations of duly constituted government bodies concerning Point and its field employees and agrees to indemnify and hold Point harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Point.
- Client shall not permit or cause the Point field employee to perform any work activities other than those specifically set forth in Point's Order Form. Regardless of the work activities set forth in Point's Order Form, Client shall not permit or cause the Point field employee to operate any motor vehicle or machinery without first executing a Vehicle or Machinery Operator Release Agreement.
- Client acknowledges that no insurance is provided by Point covering physical loss or damage to Client's vehicles, machinery, equipment, merchandise or materials that are in the care, custody or control of Point's field employee.
- In the event of injury to the Point field employee while on assignment to Client where Client assumes responsibility for Workers' Compensation insurance coverage, Client shall indemnify Point from any liability to the Point field employee arising out of the negligence of Client.
- Client shall not permit or cause the Point field employee to handle cash, negotiables, or other valuables of any kind without Point's written permission. If permission is given, the Point field employee cannot be left unattended. Client accepts full responsibility if Point field employee is left unattended.
- Point shall process claims arising from the dishonesty or misconduct of The Point field employee only if such claims are reported directly to Point by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
- Point guarantees Client satisfaction with the employee services by extending to Client a one-day (8-hour) guarantee period. If Client does not notify Point of dissatisfaction before the end of the first 8-hour day and permit Point to replace the field employee assigned, Client agrees that the field employee assigned is satisfactory.
- Client understands that the Point field employee is Point's employee and that Point expends considerable effort and incurs substantial expense to recruit, screen, test and train its field employees to service clients. Client understands that the Point field employee is contractually obligated to Point and Client agrees to contact Point immediately if Client desires to employ the Point field employee or to utilize the Point field employee for any position through another personnel service agency servicing Client. Point will discuss with Client its conversion fee. However, Client may not directly or indirectly hire the Point field employee for any position for a period of 180 days after this assignment ends without Point's written consent, and Client may not directly or indirectly utilize the services of the Point field employee in any position through another personnel agency for a period of 180 days after this assignment ends. Client hereby agrees that if the Client breaches the above terms, or Client sells its business to a third party which breaches the above terms, Client will pay to Point a settlement fee equal to the greater of \$1,000 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 30% of annual compensation.
- Client shall pay all reasonable attorney's fees and other costs incurred by Point enforcing this Agreement.
- No oral statements shall modify or affect the Terms and Conditions set forth above and on the reverse side of this time sheet.

LOCAL OFFICE COPY