



INDIVIDUAL EMPLOYEE TIMESHEET

Associate - Employee Name (please print):
Associate - Employee Signature
Week Ending Date(Sunday's date) 6/7/2009

CLIENT AGREEMENT

The individual signing this time sheet is an authorized representative of the client company and is hereby unconditionally accepting the following terms and conditions.

1. The client's responsibility to supervise all activities of Insert Name of Member associates while they are at the client's place of business.
2. The client will not authorize Insert Name of Member associates to operate any machinery, lift trucks or motor vehicles without prior written consent.
3. The client will completely insure all the client's buildings, machinery, and/or vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that Insert Name of Member Industrial and the associate shall have the full benefit and protection of such insurance.
4. Insert Name of Member will not be responsible for and does not cover by insurance any damage to property, bodily injury, fire, theft, collision or public liability damage claims resulting from an Insert Name of Member's associate operating any of its client's motor vehicles.
5. The client will not entrust Insert Name of Member associates with the handling of cash, negotiable, or other valuables without prior written permission from Insert Name of Member.
6. In the event that an Insert Name of Member associate becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify Insert Name of Member.
7. If the client hire as an Insert Name of Member associate, there will be a placement or release fee based on the current Insert Name of Member permanent fee schedule. A temporary to permanent transfer may be arranged according to the current temporary to permanent fee schedule. The desire to transfer a temporary associate to permanent will be discussed with a Insert Name of Member representative.
8. The client's or its employee's signature constitutes full agreement of hours worked including overtime, and that the work was completed in a satisfactory manner.
9. The client and its subsidiaries will honour all fees, terms and conditions agreed in writing or verbally by the client, its subsidiaries, or employees. Insert Name of Member will document all communications related to fees, terms and conditions.
10. Invoices will be issued weekly. All invoices will be paid upon receipt. Insert Name of Member may charge interest to all overdue accounts at the rate of @% per month.

Date	Start Time	Finish Time	Less Lunch Time	Total Daily Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours for the Week				

ASSOCIATE AGREEMENT

Each associate identified on this time sheet payment is hereby unconditionally accepting the following terms and conditions.

1. The hours submitted for payment are valid and correct.
2. The associate will not borrow any money from the client and will be responsible for all delinquent debts incurred in the associate's name.
3. Time sheets must be signed by the client's representative. Unsigned time sheets will not be accepted. In order to receive a pay cheque, a signed time sheet must be received by Insert Name of Member.
4. The associate shall under no circumstances seek or accept a direct offer of temporary or permanent employment from a client without first discussing the opportunity with Insert name of Member management.
5. The associate will notify Insert Name of Member of any reason why he/she cannot report to an assignment, including lateness, sickness, injury, book-off or leave of absence.
6. The associate will contact Insert Name of Member once his/her assignment is complete.

CLIENT AUTHORIZATION

Authorized signature
Company name (please print) ACC
Telephone Fax

CLIENT APPROVAL

The total hours indicated were performed satisfactorily by the Insert Name of Member employee stated on this timesheet. I understand that there is a fee payable for hiring any of the people listed above. I have read and agreed to the terms of the client's agreement.

Notes: _____

Date