



OFFICE #	WEEK ENDING	MUST BE RECEIVED BY PRIDESTAFF WITHIN ONE HOUR AFTER THE END OF YOUR LAST SHIFT DURING THE WEEK.

EMPLOYEE LAST, FIRST NAME (PLEASE PRINT)

EMPLOYEE 4 DIGIT ID #

<input type="text"/>				
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Every employee is required to contact PrideStaff when their assignment ends. If the employee fails to make such contact, the employee may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I agree not to ask or accept employment from any client that I am assigned to by PrideStaff without notifying PrideStaff in writing.

I hereby certify that this time sheet is true and correct and that I have taken all required meal and rest periods, and that I have not sustained any work-related injuries during this assignment.

COMMENT

DAY	DATE	START	LUNCH		STOP	REG. HOURS	O.T. HOURS	D.T. HOURS	TOTAL HOURS
			OUT	IN					
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
<b>TOTAL HOURS</b>									

Client approval includes verification of hours worked and acceptance of terms and conditions on reverse side. DO NOT SIGN IF HOURS ARE NOT TOTALED.

EMPLOYEE SIGNATURE

CLIENT NAME

ADDRESS CITY

AUTHORIZED CLIENT SIGNATURE	TITLE	DATE
AUDIT (FOR PRIDESTAFF USE ONLY):		
		INITIALS

CE11754 9/14

### CLIENT AGREEMENT

Thank you for choosing PrideStaff. Please read the following information regarding the terms of service, which may be altered only by a written contract.

Client agrees that PrideStaff's obligation to Client is limited to the following: assign Associates with certain skills and experience; maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation insurance premiums); hire, assign, reassign, counsel, discipline and discharge. Client agrees that bill rates will include any changes in minimum wage, insurance, benefits or any mandatory payroll tax required by government or statute. PrideStaff is the sole employer of our Associates and the Client retains worksite direction and control.

Client's authorized signature on this time sheet certifies that the hours worked by each Associate are correct and authorizes PrideStaff to bill Client for such hours. Client agrees that, in the event a PrideStaff Associate works overtime hours (as defined by applicable state and/or federal wage and hour laws) for Client, Client will pay an increase in the bill rate to reflect such additional compensation plus applicable markup. Client agrees to provide all meal and rest periods as required by law and to record hours for work-related travel, training, and meetings as paid time.

Client agrees to pay Net 14 Days from date of invoice or as otherwise agreed in writing. If it becomes necessary for PrideStaff to place the account for collection, Client shall be liable for reasonable attorney fees, costs, disbursements and interest in connection therewith.

Client agrees it will not entrust Associates with any unattended premises, cash, checks, credit cards, keys, merchandise, confidential or trade secret information, customer account access, negotiable instruments or other valuables. Client also agrees that it will not permit any Associate to operate any mobile equipment or vehicles regardless of ownership in connection with the performance of services without prior authorization from PrideStaff. Additionally, Client agrees that it will provide safety training and supervise the performance and results of PrideStaff Associates for the duration of their assignment.

Client shall comply with all applicable state and federal regulations including, but not limited to, those pertaining to equal employment opportunity, health and safety (OSHA), equal pay, and the Americans with Disabilities Act. Client agrees to furnish PrideStaff Associates with safe working conditions/equipment and train PrideStaff Associates in safety procedures necessary to perform approved job duties. Client agrees to indemnify and hold PrideStaff harmless from claims/demands resulting from unsafe working conditions, OSHA violations, or property damage related to premises owned or controlled by Client. Client agrees to notify PrideStaff immediately of any accident, injury, or complaint involving our Associates. Client understands that during the course of the business relationship with PrideStaff, Client may have access to confidential information regarding PrideStaff Associates. Client agrees it will utilize reasonable safeguards to ensure privacy of confidential employee information, including but not limited to: Social Security Numbers, Driver's License numbers, address and phone numbers, consumer and/or investigative consumer reports and drug screens. Client agrees that any use of this information requires express permission from PrideStaff or the Associate and can only be used for legitimate employment reasons.

Should Client decide to hire a PrideStaff Associate, Client agrees to pay a negotiated conversion fee based on the total temporary hours worked and/or annual base compensation; unless an alternative agreement exists in writing with PrideStaff. A fee is also applicable if a PrideStaff Associate is hired directly by Client within a 12-month period following the completion date of the assignment. Charges for our service are based entirely upon Client's hiring through PrideStaff referral. A Referral consists of any written or verbal presentation of the candidate's qualifications or employment history within the past 12 months.

Please contact the local PrideStaff office if you have questions, comments or suggestions. We look forward to serving your business needs.

CONSISTENTLY PROVIDE CLIENT EXPERIENCES FOCUSED ON WHAT THEY VALUE MOST