

TEMPORARY'S NAME (Please press down firmly)	Week Ending (Sun.)			Social Security Number		
	Month	Day	Year	-	-	-

COMPANY NAME

ADDRESS

CITY / STATE / ZIP

DEPARTMENT / DIVISION

For the Client: Should you at any subsequent time use a *Creative Temporary Solutions* without our written approval, we shall be entitled to a separation fee. Your signature below constitutes verification of hours worked by employee and agreement by the client to the terms and conditions on the reverse side of client copy. Client will be billed a minimum of four hours per employee, per day regardless of lesser hours worked.

Note: All changes must be initialed by Client; "X" out any days not worked.

DAY	DATE	Start Time	Finish Time	Begin/End Lunch	TOTAL HOURS
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

Reporting Next Week? YES NO If NO, are you available for future work? YES NO WHEN?

TOTAL HOURS (Written in words):

Client's Signature:

TOTAL HOURS
for Week (up to 40)

OVERTIME:

HOURS

MINUTES

*Creative
Temporary
Solution*

6811 Hickory • Tinley Park, Il. • 60477 Fax: 708-444-2703

Time cards are due no later than 9:00 a.m. Monday after week worked.

Terms and Conditions: Being duly authorized on behalf of the client, the undersigned hereby: 1) Recognizes and agrees that CREATIVE TEMPORARY SOLUTIONS incurs substantial expense in recruiting, testing, and maintaining a ready pool of personnel and that if client hires one of Creative Temporary Solution employees without its written approval CREATIVE TEMPORARY SOLUTIONS will be entitled to a separation fee. Details of the separation fee charges are available from CREATIVE TEMPORARY SOLUTIONS, 2) Certifies that (a) the hours stated on the front hereof are correct and that the work was performed in a satisfactory manner, (b) client agrees to pay for such hours and in the event of default client will pay all reasonable attorneys fees and cost of collection; 3) Confirms the prior agreement with CREATIVE TEMPORARY SOLUTIONS regarding the services performed hereunder and any future services, that (a) client will not entrust CREATIVE TEMPORARY SOLUTIONS employees with nor permit access to unattended premises, cash, negotiable instruments, credit cards, charge slips, or other valuables of any kind, (b) client will not authorize CREATIVE TEMPORARY SOLUTIONS employees to operate machinery or motor vehicles without the prior written consent of CREATIVE TEMPORARY SOLUTIONS in each instance, © CREATIVE TEMPORARY SOLUTIONS insurance does not cover loss or damage as a consequence of it's employees operation clients owned or leased motor vehicles, or arising out of or involving violation by client or subsections 3 (a) or (b) above, (d) under no circumstances will CREATIVE TEMPORARY SOLUTIONS be responsible for claims made under it's fidelity bond unless client notifies CREATIVE TEMPORARY SOLUTIONS of such claims in writing within thirty days of occurrence, (e) client shall defend, indemnify and save and hold harmless CREATIVE TEMPORARY SOLUTIONS from any and all fines, penalties and assessments, including attorneys fees incurred by CREATIVE TEMPORARY SOLUTIONS as a result of any alleged violations of any federal, state or local law, regulations or ordinance relating to working conditions, health and safety, discrimination in the work place by the client or the racial, ethnic, religious or sexual composition of the client's workforce.