

Company Name	
Contact Name	Title
Division/Department	



## Employee Time Sheet

Customer Signature \_\_\_\_\_

Week Ending Sunday \_\_\_\_\_

I certify that the hours shown on this timesheet are correct and that the above named employees performed satisfactorily and further agree to the terms and conditions set forth hereof.

Print First Name, Last Name Social Security No.		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Totals		
		Time	Total/OT	Time	Total/OT	Time	Total/OT	Time	Total/OT	Time	Total/OT	Time	Total/OT	Time	Total/OT	Regular	OT	
1.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
2.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
3.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
4.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
5.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
6.	In																	
	LunchOut																	
	Lunch In																	
	Out																	
7.	In																	
	LunchOut																	
	Lunch In																	
	Out																	

Conditions of Service: CLIENT hereby confirms the agreement with EXCEL PERSONNEL, INC. as to the terms and conditions of services rendered by EXCEL PERSONNEL, INC. (EXCEL) now or in the future.

- EXCEL reserves the sole right to establish the wages and fringe benefits, if any, of its employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes and the maintenance of Workers' Compensation insurance as required by state law.
- CLIENT agrees not to directly or indirectly hire the employee named above except with the written permission of EXCEL and agrees that such employee shall remain as an employee of EXCEL furnishing services to CLIENT at the existing rate(s), for a period of not less than 10 weeks from the date of termination of such employee's assignment with the client.
- CLIENT agrees to notify EXCEL immediately whenever any EXCEL employee performs any work under a Government Contract, and agrees to pay EXCEL a price differential to reflect the higher wages that may be due any such employee by reason of any Government Contract law or the contract specification.
- CLIENT agrees that it will not, without the prior written consent of EXCEL utilize EXCEL employees to operate machinery, equipment or vehicles not covered by the CLIENT'S liability and property damage insurance, to operate dangerous or unprotected machinery, for excavation where proper shoring and protection are not provided; for any work on ladders or scaffolding.
- CLIENT agrees to comply with the applicable laws and ordinances relating to health and safety and in particular agrees and undertakes to provide any safety equipment, clothing, or devices necessary or required by law for any work to be performed, or used by CLIENT's employees in the performance of similar work. CLIENT agrees to indemnify and hold harmless EXCEL for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act of 1970, or any similar state law with respect to work places owned, leased or supervised by CLIENT and to which EXCEL employees are assigned.
- CLIENT assumes and agrees to indemnify and hold harmless EXCEL for any claims for bodily injury (including death), or loss of, and loss of use of, or damage to property arising out of the use of operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by EXCEL employees.
- CLIENT agrees that it will not entrust EXCEL employees with cash, checks, negotiables or other valuables without the prior written permission from EXCEL. EXCEL will not be responsible for claims made under its Fidelity Bond unless such claims are reported in writing to EXCEL and to the local police by the CLIENT within fourteen (14) days after notice of loss. Do not pay employees directly or advance any funds to them.
- CLIENT agrees to terms of NET UPON RECEIPT and understands that unpaid accounts will be considered in default after ten (10) days, after which a default charge will be imposed of 1 ½ % per month on unpaid balances (18% APR) or the maximum legal interest rate, whichever is lower, CLIENT agrees to pay the default charge together with reasonable attorney's fees for cost of collection.