



**Your One Source To Outsourcing**

*Financial, Technology, Scientific, Administrative & Light Industrial Staffing • Medical Billing & Staffing Hardware Sales & Computer Systems Consulting • Fulfillment & Distribution • Sales Consulting • Call Center Services*

**Two Penn Center, Suite 1422 • Philadelphia, PA 19102  
Phone: (215) 587-9390 • Fax: (215) 587-0063**

Employee Name

Social Security Number				-			-			
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**Report All Time To Nearest Quarter Hour**

Date	Day	Time In	Time Out	Less Lunch	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

TO OUR CLIENT: Please see that TOTAL HOURS are shown in these boxes BEFORE you sign this time sheet (Do not include lunch time)

Week ending Sunday: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reg. Time

Overtime

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET

Employees

Signature

Assignment Continuing	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Mail Check <input type="checkbox"/>
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**TERMS AND CONDITIONS AGREEMENT**

- Client shall pay invoices within fifteen (15) days; otherwise Client shall pay a finance charge of 1-1/2% per month. Client shall pay all reasonable legal fees, costs and expenses in enforcing this agreement.
- No Source One employee will be transferred to another company or temporary agency without the written consent of Source One, with Source One retaining all rights and commissions under this agreement.
- Client may not hire a Source One employee without the written consent of Source One. In the event of such hire, client shall pay a fee 1% per thousand of the annual salary offered to the employee (e.g. \$20,000 salary: 20% of \$20,000.00 or \$4,000.00 will be due Source One for the conversion).
- Source One employees are NOT bonded to handle money or securities and therefore are prohibited from doing same. Source One shall not be responsible for any losses so related.
- Client will hold Source One and Source One temporary employees harmless from loss or liability arising from operation of clients machinery, vehicles, equipment, or any claims damages or penalties arising from violations of the Occupational Safety & Health Act of 1970.
- Client agrees to comply with all applicable laws, requirements and ordinances relating to the Occupational Safety & Health Act.
- Client agrees that the above Source One employee worked the hours listed on this time sheet.
- The Client and its representative signing this Agreement hereby acknowledge and represent that the representatives signing this Agreement are duly authorized agents of the Client and are authorized and have full authority to enter into this Agreement and bind the Client to its terms and conditions, including, but not limited to, the hours worked listed on this time card.

Client Company (Please print) Department Phone Number

Supervisor Name (Please print) Title

Authorized Signature Date