

Employee Name: _____ Title: _____

Company: _____ Department: _____

Supervisor: _____ Week ending (Saturday): _____

DAY	START	END	LUNCH (less)	Regular Hours	Overtime Hours	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
WEEKLY TOTALS						

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CLIENT AGREEMENT

The individual signing this time sheet is an authorized representative of the client company and hereby certifies that the hours worked as indicated above are true and correct and that the work was performed in a satisfactory manner.

We understand that the supervision of the assigned Marketplace Professional Staffing employee for the agreed upon duties is our (the client) responsibility.

Client will not entrust Marketplace Professional Staffing employees with the care, custody or control of cash, negotiables, valuables or other similar property. It is understood and agreed that claims must be reported in writing to Marketplace Professional Staffing within ten (10) days after discovery of the occurrence.

Client agrees that no insurance is afforded by Marketplace Professional Staffing for physical loss or damage to client's machinery, equipment, material or any motorized vehicle (licensed for road use or not) in the care, custody, or control of Marketplace Professional Staffing, its agents or employees. Marketplace Professional Staffing shall not be liable for physical loss or damage to said property or loss of said property caused by Marketplace Professional Staffing, its agents or employees. Also, the client accepts full responsibility for claims (except for damages to the Marketplace Professional Staffing employee covered by the worker's compensation laws of this state) involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of a Marketplace Professional Staffing employee operating such machinery, equipment, material or any motorized vehicle with or without prior notice to Marketplace Professional Staffing.

The Marketplace Professional Staffing employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon the receipt of the invoice. We will be billed for the hours shown on the front side of the time sheet at the agreed upon rate. Overtime hours will be billed at one-and-one-half times the straight billing rate. Marketplace Professional Staffing reserves the right to charge interest on any amounts which remain unpaid after 30 days from the date of the invoice at a rate of one and one-half percent (1.5%) per month or the maximum legal rate, whichever is lower, until paid in full. In the event that we fail to pay the charges of Marketplace Professional Staffing (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charge fees, collection and/or litigation costs plus reasonable attorney's fees incurred by Marketplace Professional Staffing due to such nonpayment.

Client agrees that utilization of the above named employee on either a temporary or permanent basis within one (1) year from the date on the time sheet will be through Marketplace Professional Staffing. If the client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to Marketplace Professional Staffing in writing and that the person will remain on Marketplace Professional Staffing payroll for a period of 720 hours from the date of notification.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Marketplace Professional Staffing or any other employee and agree to indemnify, defend, and hold Marketplace Professional Staffing harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Marketplace Professional Staffing by reason of our (client) failure to comply with same.