



WEEK ENDING DATE (SAT)

| Client Information | | |
|---------------------------------|---------------|------------------|
| Client Name: (Print) | | |
| Report To: | | |
| Address: | | |
| City: | State: | Zip Code: |
| Client Telephone Number: | | |

Time worked for one week only. Start with Sunday and end on Saturday at midnight. Enter time to nearest quarter hour (.00; .25; .50; .75) only.

| DAY | IN | OUT | IN | OUT | HOURS | HOURS | TOTAL HOURS |
|---------------|----|-----|----|-----|-------|-------|-------------|
| SUN | | | | | | | |
| MON | | | | | | | |
| TUES | | | | | | | |
| WED | | | | | | | |
| THURS | | | | | | | |
| FRI | | | | | | | |
| SAT | | | | | | | |
| Totals | | | | | | | |

| CLIENT APPROVAL |
|---|
| THE HOURS AS SHOWN ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL WE AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF ASSIGNMENTS AS STATED BELOW. |
| COMPANY: |
| BY: |
| TITLE: |

| EMPLOYEE |
|--|
| EMPLOYEE'S NAME: (PRINT) |
| I CERTIFY THAT THE DAYS SHOWN ON THIS TIMESHEET ARE CORRECT AND WERE WORKED BY ME |
| EMPLOYEE'S SIGNATURE x |
| PLEASE EMAIL TIMECARDS TO STAFFING MANAGER OR FAX TO: (603) 628-2240 / samf@staffhunters.net |

Time Card Conversion Fee Contract

Thank you for your confidence in Staff Hunters. For the services of our employee, whose name appears on the front of this copy under "EMPLOYEE," we will invoice your firm as verbally agreed. Legally required overtime will be billed at the same multiple as required to be paid to the employee (e.g., one and one-half the billing rate for overtime that must be paid at time and a half.)

The billing rate charged is determined on a basis of the amount of experience necessary to do the assignment and not the amount of experience of our employee. Should you wish to use our employee for assignments other than the one mentioned above, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call Staff Hunters for adjustment in the hourly billing rate.

Our employee is assigned to you under the following Conditions of Assignment:

- 1) The person assigned is an employee of Staff Hunters and shall not be deemed to be your employee. Staff Hunters warrants that its employee is adequately covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges.
- 2) Staff Hunters guarantees your satisfactions with our employee's services by extending to you a 16 hour guarantee period. If, for any reason you are dissatisfied with the employee assigned to you; Staff Hunters will not charge for the first 16 hours worked, provided that Staff Hunters replaces the individual assigned, unless you contact us before the end of the first 16 hours, you agree that our employee assigned is satisfactory and further agree to these Conditions of Assignment
- 3) Client shall not permit or cause the Staff Hunters field employee to perform any work activities other than those specifically set forth in Staff Hunters order form. Regardless of the work activities set forth in Staff Hunters order form, client shall not permit or cause the Staff Hunters field employee to operate any motor vehicle or machinery without first executing a vehicle or machinery operator release agreement.

- 4) Client acknowledges that no insurance is provided by Staff Hunters covering physical loss or damage to client's vehicles, machinery, equipment, merchandise, or materials that are in the care, custody, or control of the Staff Hunters field employee.
- 5) In the event of injury to the Staff Hunters field employee while on assignment to client where client assumes responsibilities for workers compensation insurance coverage. Client shall indemnify Staff Hunters from any liability to the Staff Hunters field employee arising out of negligence of client.
- 6) Client shall not permit or cause the Staff Hunters field employee to handle cash, negotiable, or other valuable of any kind without Staff Hunters written permission. If permission is given, the Staff Hunters field employee cannot be left unattended. Client accepts full responsibility if the Staff Hunters field employee is left unattended.
- 7) Staff Hunters shall process claims arising from the dishonesty or misconduct of the Staff Hunters field employee only if such claims are reported directly to Staff Hunters client within(60) days after discovery of occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
- 8) Client understands that the Staff Hunters field employee assigned to client is Staff Hunters employee and that Staff Hunters expends considerable effort and incurs substantial expense to recruit screen test, and train its field employees to service clients. Client understands that the Staff Hunters field employee is contractually obligated to Staff Hunters and client agrees to contact Staff Hunters immediately. If client desires to employ the Staff Hunters field employee or to utilize the Staff Hunters field employee for any position through another personnel service agency servicing client. Staff Hunters will discuss with client its conversion fee. However, client may not directly or indirectly hire the Staff Hunters field employee for any positions for a period of 180 days after assignment ends without Staff Hunters written consent and client may not directly or indirectly utilize the services of the Staff Hunters field employee in any position through another personnel agency for a period of 180 days after the assignment ends. Client hereby agrees that if the client breaches the above terms, client will pay to Staff Hunters a settlement fee equal to the greater of 1000.00 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 25% of annual compensation.
- 9) Client shall pay all invoices upon receipt to Staff Hunters 1 Executive Park Drive, Suite 111, Bedford, NH 03110.
- 10) Client shall pay all reasonable attorney's fees and any other costs incurred by Staff Hunters in enforcing this agreement.