

Press Hard and Print Clearly

Name _____	Week Ending Date (Sunday) / /
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Company Name _____

Company Address _____	<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week
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DAY/DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	REGULAR TIME	OVERTIME
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

ENTER WEEKLY TOTALS	REGULAR	OVERTIME
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ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify the hours. The Savvy Employment Specialists, Inc., copies of the time card must be received in our office by 12:00 p.m. Mondays. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify your S.E.S., Inc. consultant of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD. WHILE ON THIS ASSIGNMENT I HAVE NOT HAD ANY WORK-RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO S.E.S., INC.

Associates Signature: _____ Date _____

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Savvy Employment Specialists, Inc., temporary associate named herein, worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by S.E.S., Inc. Please read the terms and conditions on reverse side and retain the client copy.

Authorized Signature _____

Title _____ Date _____

Pink: Temporary Associate

Canary: Client

White: Savvy

Savvy Employment Specialists, Inc. – Terms and Conditions

S.E.S., Inc. has a substantial investment in maintaining its staff of temporary associates. In consideration of the services rendered by S.E.S., Inc., the following terms and conditions form the basis for S.E.S., Inc., supplying temporary associates to its clients. The signature of the client's agent on this form constitutes the client's full agreement to and acceptance of the following:

1. Client agrees that neither S.E.S., Inc. nor S.E.S., Inc. associate will be responsible for the physical loss or damage to, or loss of, machinery, equipment, materials, or other property while in the care, custody or control of a S.E.S., Inc. associate.
2. Client agrees to accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of a motor vehicle for the client by the temporary associate.
3. Client agrees to notify S.E.S., Inc. of any changes in the original job order duties described or workplace department / location of a S.E.S., Inc. temporary associate.
4. Client agrees to indemnify S.E.S., Inc. and S.E.S., Inc. temporary associates for: (A.) injuries (except for bodily injury to the temporary associate covered by S.E.S., Inc. workers' compensation); (B.) losses resulting from work performed by S.E.S., Inc. temporary associates in a reasonable, prudent manner and/or as instructed by client; and (C.) losses resulting from willful misconduct, or intentional or negligent acts by the client.
5. Client agrees not to entrust a S.E.S., Inc. temporary associate with unattended premises or any part thereof, or with the care, custody, or control of cash, receipts, negotiables, or other valuables without prior written permission from S.E.S., Inc., and then only when the S.E.S., Inc. temporary associate's specific duties necessitate such activities. It is agreed that any claims made under S.E.S., Inc. fidelity bond must be made in writing by the client within ten (10) days of the occurrence.
6. Client agrees to comply, where applicable, with client's responsibilities as specified in S.E.S., Inc. Employee Handbook.
7. Client agrees not to hire directly or indirectly for itself or its affiliates a S.E.S., Inc. temporary associate while the associate is working on assignment for the client without first notifying S.E.S., Inc. In the event the client desires to hire a S.E.S., Inc. temporary associate, the client agrees to Savvy Employment Specialists, Inc. Direct Hire Placement Service Fee Agreement.
8. Client agrees not to hire directly or indirectly for itself or its affiliates from S.E.S., Inc. any prior S.E.S., Inc. temporary associate for a period of one year after the last day a temporary associate's hours are reported on assignment for the client, without first notifying S.E.S., Inc. In the event the client uses or hires directly from S.E.S., Inc. or from another staffing firm any S.E.S., Inc. temporary associate, the client agrees to pay a payroll transfer fee of 1% per \$1,000.00 (not to exceed 30%) of the annual compensation.
9. Client agrees that payment for services of S.E.S., Inc. is due as stated on the invoice (upon receipt). The client agrees to promptly pay the charges evidenced by the time card or any other mutually acceptable recording method.
10. Client agrees that S.E.S., Inc. reserves the right to assess service charges per month (21% per annum) on any charges remaining unpaid 30 days after the invoice date, unless otherwise specified by state law.
11. Client agrees that S.E.S., Inc. is entitled to reasonable collection fees, attorney fees, and any other expenses incurred in the collection of all charges on the client's account(s).