



Waco (254) 751-7313
 Fax: (254) 751-7344
 - - PLEASE PRINT - -



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 Last 4 digits of SS#

 Week Ending Date

 Employee Name – Printed

 Company Name – Printed

 Location/Dept/Job#

Complete the entire card. Zero-out days not worked.
 Return White & Yellow Copies to Total Placement.
 If Faxing timecard – fax WHITE COPY, PLEASE

Day	In for Day	Out for Lunch	In for Lunch	Out for Day	Total Hours
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

Straight Time _____ Overtime _____

EMPLOYEE SIGNATURE

I certify this time is correct, hours actually worked, and no injuries occurred during these hours. If assignment is over, I agree to stop by the Total Placement's office within 24 hours to sign a Request for New Assignment form, update contact information, and failure to do so, is evidence of intention to voluntarily end my employment by quitting.

CLIENT'S SIGNATURE

I certify these hours have been verified and indicate actual time worked by the employee, that I am an authorized agent of the company and agree to the terms and condition of the terms on back of timecard.

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If time is being faxed or emailed:

Accounting Department

Fax #: (254) 751-7344

Email: accting@totalplacement.com

TERMS AND CONDITIONS

The following Terms and conditions form the basis for Total Placement supplying contract temporary help to Client Companies. The signature of the Client or his agent on the face of this timecard constitutes full acceptance of the following:

1. By working this employee, Client Company agrees to accept sole liability for drivers operating Client's motor vehicles and agrees to accept full liability for physical loss, damages and/or bodily injury including holding harmless and defending Total Placement, its employees and officers in such an event.
2. It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of the Client's motor vehicle, whether owned or rented, by a Total Placement Employee.
3. It is agreed that the Client will not entrust a Total Placement Employee with unattended premises or any part thereof, or with care, custody, or control of cash, negotiable or other valuables without prior permission of Total Placement and then, only when the Employee's specific duties necessitate such activities.
4. It is agreed that any claims made under Total Placement's Fidelity bond must be made in writing by the Client within ten days of the occurrence.
5. It is agreed that the Client will furnish a suitable place for Total Placement Employees to work which shall comply with all laws and ordinances related to occupational health and safety.
6. It is agreed that the Client shall notify Total Placement of any changes in the duties of a Total Placement Employee from those originally described to Total Placement.
7. It is agreed that the utilization of the employee named on the reverse side of this timesheet on either a temporary or permanent basis within one (1) year from the date on timesheet will be through Total Placement. If the Client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to Total Placement, and that the person will remain on Total Placement's payroll for a period of thirteen weeks from date notification
8. It is agreed the charges for temporary help are due upon receipt of invoice and the Client agrees to pay charges evidenced by this timecard promptly.
9. It is agreed that Total Placement is entitled to reasonable attorney fees together with all expenses of collections if it becomes necessary to engage an attorney to enforce payment of these charges or of the charges and conditions incurred pursuant of paragraphs no.7& 8 above.