

**Talent timesheet**

Talent signature below represents that talent agrees with all the terms and conditions on front side.



Instructions for filling out timesheet

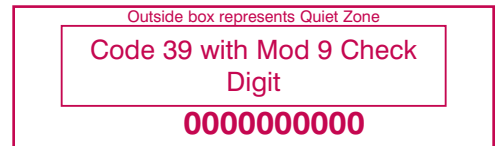
- 1. Use a separate timesheet for each assignment and for each week's work.
- 2. Leave the canary copy with Client.
- 3. Keep the pink copy for your records.
- 4. Deliver the Branch copy to the Branch as soon as possible.
- 5. Be sure to contact your Branch after each assignment.

Last name (print)	First name (print)	Social Sec. number - last 4 digits
Week end date (Sun.)	Order number	Employee id
Signature	Date	Branch number

	MM / DD	Start time	End time	Meal start time	Meal end time	Regular hours	Overtime hours	Total	
<b>Monday</b>	/								
<b>Tuesday</b>	/								
<b>Wednesday</b>	/								
<b>Thursday</b>	/								
<b>Friday</b>	/								
<b>Saturday</b>	/								
<b>Sunday</b>	/								
<b>Totals</b>									

Client signature below represents that client agrees with all the terms and conditions on front side. **Please do not advance monies to employees.**

Company	Department
Authorized signature	Date



**The following Terms & Conditions apply if your Company does not currently have an active agreement with Tempforce and/or its divisions, affiliates, parent(s) and subsidiaries (collectively "Tempforce") covering the applicable services:**

Tempforce and your company ("Client") agree that any services provided by Tempforce to Client are subject to the following terms:

1. Tempforce reserves the sole right to establish wages and benefits of its employees and has responsibility for payment of such compensation, withholding and payment of required payroll taxes, workers' compensation and other statutory benefits, except where specifically imposed by law on Client. Client agrees that employees are assigned by Tempforce to Client to render temporary services and if during the assignment or within six (6) months after the end of last assignment Client wishes to offer permanent employment to a Tempforce employee, Client shall pay to Tempforce a conversion fee based on a percentage of the employee's annual salary.
2. Payment terms are 14 days from invoice date. In the event Client's account is in default and placed for collection, Tempforce will be entitled to recover its costs of collection, including reasonable attorneys' fees.
3. **Client agrees that it will not utilize Tempforce employees to perform any of the following tasks without the prior written consent of Tempforce:** lifting of items weighing in excess of fifty (50) pounds individually; operation of motor vehicles (including forklifts/powerd industrial trucks) or unguarded machinery; work three (3) feet above floor level or work below ground level; work involving extremes of temperature; work requiring use of a respirator; work on or around navigable bodies of water; work in confined spaces; handling of cash, negotiable instruments, social security numbers, bank account numbers, or other non-public personally identifiable information, credit card information, valuables, merchandise, or similar property, or work involving handling of hazardous substances (as defined by OSHA).
4. **Client will not relocate or change the assignment or job duties of a Tempforce employee without the prior written approval of Tempforce.**
5. Client agrees to comply with all applicable laws and ordinances relating to worksite health and safety. Client shall provide a safe place to work, adequate supervision, and all necessary site-specific training, instructions and safety equipment. Client agrees to comply with state and federal civil rights laws and other employment laws.
6. Client agrees to defend, indemnify, and hold harmless Tempforce from any claims (including Workers' Compensation claims and penalties), damages or penalties, including reasonable attorney fees and costs, asserted against Tempforce, whether administrative or civil, directly or indirectly related to (a) any Tempforce employee performing any of the tasks listed in #3 above without the prior written consent of Tempforce, (b) any relocation or change in assignment or duties of the Tempforce employee without prior written approval of Tempforce, (c) arising out of the use of any motor vehicle or operation of forklifts (powered industrial trucks) by Tempforce employees in connection with their assignments to Client, (d) Client's failure or alleged failure to provide a safe worksite, to comply with OSHA or to comply with any state health and safety law with respect to workplaces and (e) Client's violations or alleged violations of any laws. Client agrees that, where a Tempforce employee is acting under the supervision of Client, its agents or employees, any negligence of the Tempforce employee shall be imputed to Client and that Client's obligation to defend, indemnify, release and hold harmless Tempforce shall apply fully even though a Tempforce employee is negligent.
7. IN NO EVENT SHALL TEMPFORCE BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES OR LOST PROFITS (REGARDLESS OF HOW CHARACTERIZED AND EVEN IF TEMPFORCE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OR ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, STATUTORY LIABILITY OR OTHERWISE).
8. These Terms & Conditions apply to all future services provided by Tempforce to Client until such time as otherwise agreed in writing by Tempforce and Client.