Reliance
STAFFING & RECRUITING

NEWPORT NEWS 1090 Loftis Boulevard / Newport News, VA 23606 / p 757 873 6644 f 757 873 2341
VIRGINIA BEACH 303 Lynnhaven Parkway, Suite 100 / Virginia Beach, VA 23452 / p 757 490 1700 f 757 490 9065
CHESAPEAKE 2121 Old Greenbrier Road, Suite B / Chesapeake, VA 23320 / p 757 382 7222 f 757 382 7144
SUFFOLK 424 Market Street, Suite 100 / Suffolk, VA 23434 / p 757 925 0400 f 757 925 0792

MASTER TIME SHEET

NAME	*Sun*	*Mon*	*Tues*	*Wed*	*Thurs*	*Fri*	*Sat*	*Total*
Total hours daily								

Client agrees that if this employee should be hired for a permanent position with client's firm within one year, Reliance Staffing & Recruiting will be due a fee based on the annual starting salary (min. 10%; max. 30%). If for any reason in the future, this employee is contracted for temporary assignment with client's firm, an hourly rate established at time of employment will be billed by Reliance Staffing & Recruiting. Overtime policy: Reliance Staffing & Recruiting temporary employees will be paid time and one-half for any time worked over 40 hours per work week. Overtime will be billed at time and one-half. If collection proceedings are instituted for any payment due under the terms of this agreement, client agrees to pay 33 1/3% of the outstanding balance for all costs associated with collection, including attorney fees. A finance charge of 1.5% per month (18% APR) will be added to invoices not paid by due date.

Client and its officers and employees agree to hold harmless Reliance Staffing & Recruiting, its officers and employees for any cost, injury or damage caused by any event, activity or condition arising out of the placement and performance of temporary employees. The client has an obligation to supervise the temporary employee to ensure a reasonable standard of workmanship and is responsible for all acts, errors and omissions of the worker as if the worker were employed by the client. The temporary employee is deemed to be under the direction and control of the client from the time the assignment begins until the worker completes it. The client shall indemnify Reliance against any claim or liability incurred by Reliance arising out of the introduction or supply to the client of the temporary employee. Client will not ask or permit temporary employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments or other valuables without the prior written permission of Reliance Staffing & Recruiting.

I certify that the hours indicated are correct and the work performed was satisfactory.

Company: _____ **Week Ending** ___ / ___ / ___

Authorized Signature _____ Please fax to Reliance by 5 pm Monday