

WEEKLY TIME CARD

EMPLOYEE NAME

OFC# SOCIAL SECURITY # WEEK END DATE

DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
MON.					
TUES.					
WED.					
THUR.					
FRI.					
SAT.					
SUN.					

TOTAL HOURS WORKED
(Round to nearest 1/4 hour)

HOURS MINUTES

I hereby certify that all information given here is a true account of hours worked by me during the week indicated.

EMPLOYEE SIGNATURE X

NOTICE TO CLIENT: On the reverse side of the time card please note terms and conditions which are the material terms of this contract. After reading, please retain the client copy for your records. **THANK YOU FOR USING OUR SERVICE!**

COMPANY NAME

ADDRESS

CLIENT SIGNATURE

DATE

Email copy to: TIMECARDS@GreenCountryStaffing.com

COMMENTS

Assignment Completed? YES NO

White - Tulsa's Green Country Staffing Office Copy

Pink - Employee Copy

Hard White - Client Copy

CLIENT AGREEMENT

The following shall set forth the agreed upon terms for supplying temporary help to the client, and the individual signing the time card is authorized to represent the client and agrees to the information hereof:

It is agreed that Tulsa's Green Country Staffing, LLC does not provide or carry any insurance for physical loss or damages to clients property, equipment or motor vehicles; (whether licensed for road use or not) while in the care of said Tulsa's Green Country Staffing, LLC employee or agent, and Tulsa's Green Country Staffing, LLC shall not be liable for such loss or damage to said property. Further, client accepts full responsibility for such loss or damage and agrees to hold Tulsa's Green Country Staffing, LLC harmless therefrom.

Client agrees not to entrust Tulsa's Green Country Staffing, LLC employees with custody, control or care of cash, negotiables, valuables or other similar property.

Client acknowledges that the employee/s assigned to his company are employees of Tulsa's Green Country Staffing. Client agrees to the following: The Tulsa's Green Country Staffing employee will remain on TGCS's payroll for a period of 65 working days, unless otherwise agreed to between Client and TGCS. Client agrees that at the end of the 65 working day terms, all invoices owed will be current before Client may hire a Tulsa's Green Country Staffing employee direct.

Client may not place a temporary employee furnished by Tulsa's Green Country Staffing with another Staffing service or directly hire or surreptitiously hire the Green Country Staffing employee without paying a fee to Tulsa's Green Country Staffing of \$1000 due upon receipt of an invoice. Client acknowledges this agreement as a binding contract.

If charges are not paid upon receipt of invoice, client agrees to pay interest at a rate of 1.5% per month (18% per annum) on balance remaining unpaid 30 days after the invoice date.

Client agrees to pay Tulsa's Green Country Staffing, LLC reasonable attorney fees if it becomes necessary to engage an attorney to collect any of the above charges due.