

In consideration for the furnishing of services by Phoenix Services, Client and Phoenix Services hereby acknowledge, understand and agree to the following:

Client shall pay invoices upon receipt and shall pay all reasonable attorney's fees and other costs and expenses of collection incurred by Phoenix Services in enforcing this agreement.

Client shall not directly or indirectly employ any temporary employee furnished by Phoenix Services until the 180th day following the temporary employee's last day of work for the Client, unless this provision is waived in writing by Phoenix Services.

Client shall not allow a Phoenix Services employee to operate machinery or vehicles without a prior, specific written consent from Phoenix Services. Phoenix Services' insurance will not cover physical loss or damage caused by a temporary employees operation of machinery or vehicles. Client will hold Phoenix Services and its temporary employees harmless from any loss or liability arising from the operation of machinery and vehicles in connection with temporary work for Client. Client warrants that Client complies with all occupational safety and health laws and regulations.

Client shall not allow Phoenix Services employees to handle cash, negotiable, or other valuables or to be entrusted with otherwise unattended premises unless a specific exception to this provision is made in writing by Phoenix Services. Under no circumstances will Phoenix Services or its insurers be responsible for any claims of employee dishonestly or misconduct unless such claims are reported to Phoenix Services within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

Client agrees not to advance cash or valuables to a Phoenix Services employee and waives any right that it might claim to offset or recoup any such advances actually made against any amount owed to Phoenix Services.

No oral statement shall modify or affect the foregoing terms and conditions.



**PRESS FIRMLY WITH BALL POINT PEN**

Client Company \_\_\_\_\_

Address \_\_\_\_\_

Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

USE NEAREST QUARTER IN DECIMALS (.25 = 15 MIN.; .50 = 30 MIN.; .75 = 45 MIN.)

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS	OFFICE USE ONLY
	SUN					
	MON					
	TUE					
	WED					
	THU					
	FRI					
	SAT					
ASSIGNMENT CONTINUING <input type="checkbox"/> YES <input type="checkbox"/> NO			TOTAL HOURS THIS WEEK			

**Execution of this time sheet certifies that the total number of hours indicated is correct. I have read the terms and conditions hereon and on the reverse side.**

We agree that PHOENIX SERVICES has incurred (and will continue to incur) expenses in acquiring and maintaining its staff of temporary employees and understand that if we want to transfer a PHOENIX SERVICES EMPLOYEE to our payroll, a financial settlement or a term arrangement may be made by contacting PHOENIX SERVICES.

AUTHORIZED SIGNATURE  \_\_\_\_\_

EMPLOYEE: Execution of this time sheet is your responsibility. You cannot be paid without it being signed by you and the client. I HEREBY CERTIFY THIS TIME SHEET IS TRUE AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.

EMPLOYEE SIGNATURE  \_\_\_\_\_