

TIME SHEET

Employee (Print):	Soc. Sec. #:
Week Ending (Sun	Assignment Ended? Yes / No
Company Name:	Client Name/Title (Print):

Day	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Approval required for any overtime prior to starting overtime.							

I hereby certify that these hours and dates are correct and have been approved by the client. I understand that I am to contact Accounting Resources upon completing the assignment to determine if there is other work available for me and failure to do so will be considered my voluntary resignation. I understand that time sheets submitted after thirty (30) days will not be paid. I agree for a period of one (1) year after my consulting assignment ends, that I will not provide this client with my services directly or as a consultant of another service without written permission of Accounting Resources. I understand that all unsigned time sheets will be returned without payment and any unauthorized alteration will void this time sheet.

Employee Signature: _____ **Date:** _____

The undersigned is an authorized representative of the above company that execution of this form certifies that the total hours listed is correct as stated, the services were performed satisfactory, and agreement by the client to the terms and conditions printed below.

Supervisor Signature: _____ **Date:** _____

Client Agreement:

- The client agrees to pay invoices, for the above services, within fifteen (15) days of receipt. Any additional expenses incurred in an effort to collect past due invoices (including collection agency fees and attorney fees) will be paid by the client.
- The client acknowledges that our invoices are for the temporary services and if an employee is hired directly (within one (1) year of working through Accounting Resources) by the client, or on behalf, a fee will be owed equal to thirty (30) percent of the employee's annual compensation. Full terms and conditions of our regular placement fees are available on request.
- Overtime will be billed at time and one-half or otherwise required by law.
- The client agrees to comply with applicable state and federal civil rights laws, and other employment laws. The client will furnish our employees a safe place or employment in accordance with applicable OSHA and other safety requirements. Accounting Resources will incur no liability with regards to any alleged violation of such laws.
- Accounting Resources employees are not permitted to drive any motorized vehicle (including their personal vehicle) while working for the client. These restrictions may be waived only if waiver is obtained in writing from a company management representative.
- The client agrees not to entrust Accounting Resources employees with the care, custody or control of premises, custody or control of cash, negotiable, valuables or similar property. Employees are not to be informed of any confidential access codes, or to be permitted unsupervised access to confidential information, unless authorized in writing by Accounting Resources. Accounting Resources shall incur no liability as a consequence of the client having entrusted cash, negotiable securities or other items of value to any employee.