

BOC STAFFING AGENCY TIMESHEET.

Instructions

1. Use a separate sheet for each week and each client.
2. Must be signed by authorized representative of client company.
3. Timesheets must be uploaded by Monday noon in order for your pay to be processed by Friday

Employee Name:

Manager Name:

Week Starting:

DATE	Day	Start time	Finish time	Total break	Client initials	Total Hours
	SUN					
	MON					
	TUE					
	WED					
	THUR					
	FRI					
	SAT					

IMPORTANT FOR CLIENT:

BY SIGNING THIS FORM, THE CLIENT CERTIFIES THAT:

1. The hours shown are correct.
2. Work was done in a satisfactory manner.
3. Client agrees to the terms and conditions below:

TERMS AND CONDITIONS.

We certify that the hours indicated are correct and the work performed was satisfactory and that the person signing is authorized to sign on behalf of the client ("CLIENT").

CLIENT agrees that the obligation of BOC STAFFING ("BOC ") to CLIENT is limited to assigning employees with certain skills and abilities and, with regard to such employees, to maintaining personnel and payroll records; calculating and paying wages; withholding and remitting payroll taxes and other government-mandated charges (including workers compensation); hiring, assigning, reassigning, counseling, disciplining and discharging; and handling work-related claims and complaints. CLIENT recognizes that BOC has an employer-employee relationship with temporary personnel assigned to CLIENT and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., only with BOC. CLIENT agrees that in the event an assigned employee works for CLIENT more than 40 hours in any work week, CLIENT will pay BOC one-and-one-half times the agreed-upon billing rate for the assigned employee for all hours worked in excess of 40 hours in any work week.

We understand that BOC has incurred substantial recruitment, screening, administrative and marketing expense in providing the services of the temporary employee identified on this time sheet. We agree neither directly or indirectly to hire or to use the services of the temporary employee within one (1) year after the last date of the assignment of the employee to us. In the event we or any of our affiliates, or any company to whom we assign this person directly or indirectly, either (i) employ this person on a permanent or temporary basis, (ii) use this person's services in a consulting or freelance capacity, or (iii) use this person's services through another temporary service within one (1) year after this person's temporary assignment ends, we agree to pay BOC a fee equal to the amount determined by multiplying the total annualized compensation rate of the employee in the new capacity times 20%.

BOC guarantees satisfaction with its employee's services by extending a four-hour (4) guarantee period. If, for any reason, CLIENT is dissatisfied with the employee assigned to us, BOC will not charge for the first four (4) hours worked by such employee providing that we contact BOC before the end of the first four (4) hours. After that period, we agree that the employee assigned by BOC is satisfactory.

CLIENT has not and will not entrust BOC employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable securities or instruments, or other valuables and will not authorize such employees to operate machinery or motor vehicles without prior written permission from BOC. In the event BOC is not notified, CLIENT accepts full responsibility for claims, including the defense thereof and will indemnify and hold BOC harmless from any such claim arising out of a BOC employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. BOC is not responsible to CLIENT or others for claims made under its fidelity bond, unless such claims are reported to BOC in writing by the CLIENT within thirty (30) days after occurrence. Under no circumstances will BOC be responsible for claims arising from work performed by BOC's temporary employees unless such claims are reported in writing to BOC by the CLIENT immediately upon discovery, but in no event later than ninety (90) days after the last date of the temporary employee's assignment to CLIENT.

CLIENT agrees that if any invoice is not paid within 30 days from invoice date, interest shall accrue at the rate of 1.5% per month, or the highest rate permitted by law, whichever is lower. In the event it becomes necessary for BOC to initiate legal action to recover any past due monies, BOC shall be entitled to recover the costs of such judicial action, including attorney's fees.

CLIENT acknowledges that BOC is an equal opportunity employer, and agrees that it shall not harass, discriminate or retaliate against any BOC employee because of his or her race, national origin, color, creed, age, sex, disability, sexual orientation, marital status, religion or other category protected by law.

IMPORTANT FOR EMPLOYEE:

In consideration of my hiring and employment by BOC, I agree not to accept employment directly or indirectly, whether full-time or part-time, with any CLIENT of BOC to whom I am assigned, and for a period of one (1) year following completion of any assignment with the CLIENT, either directly or as the employee of a third party. I acknowledge that I am responsible for the accuracy of this time sheet and that no adjustments or changes may be or have been made after completion by BOC's CLIENT.

SIGNATURES.

PRINT EMPLOYEE NAME

TOTAL HOURS

EMPLOYEE SIGNATURE

DATE SIGNED

COMMENTS

AUTHORIZED AGENT NAME

DEPARTMENT

AUTHORIZED AGENT SIGNATURE