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TIMESHEET

Employee: _____

Client: _____

Address: _____

Report To: _____

Telephone: _____

<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Less Break</u>	<u>Day Total</u>
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

Total Hours: _____

Comments: _____

Print Name: _____

Date: _____

Authorized Client Signature: _____

The above signature constitutes acceptance in full of terms and conditions below.

AGREEMENT: The Client hereby acknowledges that the work performed by the Employee during the time periods recorded above has been satisfactory and acceptable.

The Signature to this timesheet is an acknowledgment that Putnam Staffing, Inc. ("Putnam") has incurred substantial recruitment, screening, administrative and marketing expenses in providing the services of the temporary employee identified above. The Client or any of its affiliates agrees not to hire directly or indirectly, or to use the services of the temporary employee within one year after the last date of the assignment of the employee from Putnam. If, either directly or indirectly, the Client hires or otherwise uses the services of the employee, then the Client will notify Putnam and either (A) continue any temporary assignment of such employee and pay for his or her services to Putnam under the same terms and conditions as now provided; or (B) pay Putnam a sum equal to the hourly billing rate for said employee multiplied by 400.

Putnam will not be responsible for any claim by Client arising out of this temp unless reported in writing to Putnam within thirty (30) days after termination of the temporary assignment.

Amounts outstanding for more that thirty (30) days shall incur carrying charges of one and one-half percent (1.5%) per month. The Client shall be responsible for any and all expenses incurred by Putnam in collecting outstanding balances.

The Client recognizes that Putnam has an employer/employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc. with Putnam.