Weekly Time Card

Employee Name: *(print)* _____ **Dates Worked:** _____

Day	Date	In	Lunch - Out	Lunch - In	Out	Total	Comments
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
Sat.							
Sun.							
							Weekly Total

USA Staffing Employee Signature **Date**

Authorized Client Signature **Date**

USA Staffing Employee S.S. #

Client Company Name **Phone Number**

We Appreciate You! Thanks for Choosing USA Staffing!
When Completed, Please Fax Time Card to (515) 266-3944

CLIENT AND EMPLOYEE AGREE TO THE FOLLOWING TERMS AND CONDITIONS BY SIGNING THIS TIME CARD:

1) Employee is not to be hired by client for a six-month period after the last day services were performed for client's benefit, or until contractual hours are completed. 2) Employee is not to be entrusted with unattended premises or valuables including but not limited to keys, cash, securities, motor vehicles, equipment and tools, unless client assumes complete liability. 3) Employee shall not operate machinery, equipment, or vehicles not covered by client's liability and property damage insurance. 4) Client agrees to defend, indemnify, and hold USA Staffing harmless for all claims, suits, damages, losses and expenses. This includes but is not limited to attorney's fees and all costs and expenses necessary to enforce this agreement for any and all bodily injuries (except workers' compensation injuries to our employees) or property damage arising out of the work performed by employees or agents. 5) Employees shall not operate a drill press, punch press, saw, or any dangerous or unprotected equipment or power tools. Employees shall not work elevated above or below the ground surface, with or near hazardous chemicals, materials, or flammable materials, or operate any type of vehicle (including forklifts), without a specific description of duties, approval in writing and proper training by the client at the job site. 6) Employees shall receive all required or necessary safety awareness and training at the job site. Client will record any training in accordance with OSHA regulations in regards to the job employees are performing, or pertaining to any materials or environment they are working in, around or near. 7) Client agrees to pay USA Staffing the total amount due. The weekly pay period is from Monday through Sunday. Invoices are mailed each Monday and are reflective of the prior week's billing cycle. The terms are DUE AND PAYABLE UPON RECEIPT. A finance charge of 21% per annum will be charged on all accounts not paid within thirty (30 days of invoice. Client agrees to pay all costs of collection from date of invoice, including attorney's fees. 8) Overtime is based on hours worked over forty (40). The overtime wage and bill rate are calculated utilizing a factor of one and a half (1½). 9) In case of an injury on the job site, contact the USA Staffing Corporate office **[515/266-8987]** immediately.