

IMPORTANT INFORMATION ABOUT COMPLETING AND FAXING YOUR TIME SHEET

1. FILL IN THE DESIGNATED FORMS IN AND PRINT FOR PROPER APPROVAL BY YOUR REPORTING MANAGER—OR— PRINT NEATLY USING BLACK OR BLUE INK.
2. FAX ON MONDAY BEFORE 12:00 PM, TO ENSURE PROMPT PAYMENT.

WEEK ENDING DATE
 / /

TIME SHEET AND CONVERSION FEE CONTRACT

 SOCIAL SECURITY

 ASSOCIATE NAME (PRINT)

I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME:

 ASSOCIATE SIGNATURE

 CUSTOMER NAME

 CUSTOMER NUMBER

IS THIS ASSIGNMENT COMPLETE YES NO

DAY	DATE	START	END	TOTAL HOURS	LESS LUNCH	TOTAL	REGULAR TIME	OVERTIME	DOUBLE TIME
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

TOTAL TIME ▶

CUSTOMER APPROVAL

COMPANY NAME:

DATE:

LOCATION:

NAME(PRINT):

TITLE:

X _____

SIGNATURE

THE HOURS AS SHOWN ABOVE ARE CORRECT (LINE THROUGH DAYS AND HOURS NOT USED) AND THE WORK PERFORMED IS SATISFACTORY TO THE BEST KNOWLEDGE OF CLIENT. BY SIGNING THIS CLIENT APPROVAL, WE ALSO ACKNOWLEDGE THAT WE ARE BOUND BY THE TERMS OF THE GENESIS STAFFING CLIENT SERVICES AGREEMENT OR SUCH OTHER MASTER SERVICES AGREEMENT AS MAY BE IN EFFECT. IF NO SUCH AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO, WITH RESPECT TO THE MATTERS COVERED BELOW, WE ARE BOUND BY THE CONDITIONS OF ASSIGNMENT SET FORTH HEREON.

THIS BOX FOR OFFICE USE ONLY

JOB ORDER NUMBER	BILL HOURS	PAY HOURS	BILL RATE	PAY RATE	CHECK #	INVOICE #

CONDITIONS OF ASSIGNMENT

Our Associates are assigned to you under the following Conditions of Assignment.

Associates shall present time sheets to your representative in a weekly basis for verification and signature. Legally required to be paid to the employee (e.g., one and one-half times the billing rate for overtime that must be paid at time and a half.) You will be billed on a weekly basis for the total hours worked. You agree to pay **GENESIS STAFFING** according to the agreed upon rate. Because invoices represent payroll already paid, invoices are due upon receipt.

It is understood and agreed that Associates work only under Customer's direct supervision and that no Associates may operate machinery (other than office machines) or automotive equipment. No Associates may handle or transport cash, securities or negotiable instruments. Customer shall be fully responsible for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident while an Associate is driving Customer's vehicle, whether rented or owned.

GENESIS STAFFING makes no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or Fitness for any purpose, with respect to any services performed or any goods, including, but not limited to, software developed. In no event shall **GENESIS STAFFING** be liable to Customer's or any other party for any damages, expenses, liabilities, fees or losses ("Losses") arising as a result of this agreement or the services provided hereunder, whether for work performed, goods or services developed, or

Otherwise, which are in the aggregate in excess of the applicable amount of fees actually paid to **GENESIS STAFFING** by Customer's with respect to the assignment resulting in such Losses. In no event shall **GENESIS STAFFING** be liable to customer's or any party for any incidental, indirect or consequential losses, (including, but not limited to, lost or profits of lost data) arising from or related to any services performed or goods developed pursuant to this Agreement even if advised of the possibility of such Losses or if such Losses could be reasonably foreseen. All claims must be delivered in writing to **GENESIS STAFFING** within 60 days after the termination of the applicable Associate's assignment with Customer's.

After you evaluate the performance and potential of our associate on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professional and in the event you may wish them to convert to your employ, you agree to pay a conversion fee of 1% per thousand of annual salary up to maximum of 30% of annual salary. The minimum settlement fee is at least one thousand dollars (\$1,000.00).

Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by law, in the event that clients fails to pay the charges of **GENESIS STAFFING** when due, client agrees to pay all costs of collection, including reasonable attorney's fees, whether or not suit is initiated.