

# TOTAL PLACEMENT STAFFING

Waco (254) 751-7313 • Fax: (254) 751-7344

Week Ending Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Client Company Name \_\_\_\_\_

Address, Location, or Job number \_\_\_\_\_

Complete this entire card. Insert zeros for days not worked.  
Return the White & Yellow copies to Total Placement.

Day	Time In	Lunch Out	Lunch In	Time Out	Total Hours
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					

Straight Time \_\_\_\_\_ Overtime \_\_\_\_\_

**Employee signature**, certifying the above hours listed were actually worked and no injuries occurred during these hours.

**Client's Authorized signature**, stating hours recorded are correct, and accepts the terms and conditions on the reverse side of this sheet.

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature, An injury occurred during the above hours worked.

Special Instructions or Comments:

\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS

The following Terms and conditions form the basis for Total Placement Temporary Services Inc. supplying contract temporary help to Client Companies. The signature of the Client or his agent on the face of this timecard constitutes full acceptance of the following:

1. It is agreed that the insurance furnished by Total Placement does not cover the operation of the Client's motor vehicles by any Total Placement Employee, nor does it cover physical loss or damages of machinery, equipment, or materials of the Client while in the care, custody of a Total Placement Employee.
2. It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of the Client's motor vehicle, whether owned or rented, by a Total Placement Employee.
3. It is agreed that the Client will not entrust a Total Placement Employee with unattended premises or any part thereof, or with care, custody, or control of cash, negotiable or other valuables without prior permission of Total Placement and then, only when the Employee's specific duties necessitate such activities.
4. It is agreed that any claims made under Total Placement's Fidelity bond must be made in writing by the Client within ten days of the occurrence.
5. It is agreed that the Client will furnish a suitable place for Total Placement Employees to work which shall comply with all laws and ordinances related to occupational health and safety.
6. It is agreed that the Client shall notify Total Placement of any changes in the duties of a Total Placement Employee from those originally described to Total Placement.
7. It is agreed that the utilization of the employee named on the reverse side of this timesheet on either a temporary or permanent basis within one (1) year from the date on timesheet will be through Total Placement. If the Client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to Total Placement, and that the person will remain on Total Placement's payroll for a period of thirteen weeks from date notification.
8. It is agreed the charges for temporary help are due upon receipt of invoice and the Client agrees to pay charges evidenced by this timecard promptly.
9. It is agreed that Total Placement is entitled to reasonable attorney fees together with all expenses of collections if it becomes necessary to engage an attorney to enforce payment of these charges or of the charges and conditions incurred pursuant of paragraphs no.7& 8 above.