

Day	MM/DD/YY	In for Day	Out for Break	In from Break	Out for day	Total Hours
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						

Employee Name: _____	Last 4 digits of SSN _____
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Client Company: _____

Assignment complete? Yes No Four (4) hours minimum per employee per assignment week

TERMS & CONDITIONS BELOW ARE HEREBY AGREED TO. DO NOT SIGN IF HOURS ARE NOT TOTALED.

Client Company Signature: _____

Overtime Policy: Employees will be paid time & one half for time worked over 40 hours in the work week.

Total REG Hrs	
Total OVT Hrs	

IMPORTANT: Return properly completed timecard to Shannon Staffing, Inc. no later than 1:00PM Monday following assignment week.

I hereby certify that the hours shown were worked by me during the week designated and were certified by an authorized representative of the client. I understand that I am to contact Shannon Staffing, Inc., my employer, after completing this assignment to discuss another assignment and that if I do not do so, I am thereby giving notice to Shannon Staffing, Inc. that I voluntarily quit employment with them. I further certify that no injuries or illness were suffered by me during this period.



Payroll Dept.
100 E. Ohio Ave. Mt. Vernon, OH 43050

Employee Signature Date

SHANNON STAFFING, INC. (SHANNON) CLIENT AGREEMENT

The individual signing this time card is an authorized representative of CLIENT and certifies that hours worked by the employee as indicate on this timesheet are true and correct, that all work was performed satisfactorily, and that no work related injuries or illnesses were reported by employee. CLIENT further agrees to the following terms & conditions.

This employee is paid on a weekly basis. Therefore, CLIENT shall be billed weekly. CLIENT agrees to pay CLIENT'S weekly invoice upon receipt. CLIENT is billed for the hours shown on this card at the agreed upon rate. Overtime hours are billed at one and one-half times the straight time rate. In the event CLIENT fails to pay the charges (whether for temporary services or liquidated damages) when due, CLIENT shall pay all collection costs plus reasonable attorney fees. CLIENT agrees to pay a FINANCE CHARGE OF ONE & ONE-HALF PERCENT PER MONTH on accounts over thirty (30) days past due.

CLIENT agrees that the employee is assigned on the basis of a particular job classification and CLIENT agrees not to change job duties without prior written approval from SHANNON.

CLIENT agrees to provide adequate supervision of the assigned employee and further agrees that employee shall not be permitted to operate any motorized vehicle, automotive truck, or transportation equipment without the prior written approval of SHANNON.

CLIENT agrees that no insurance is afforded by SHANNON for physical loss or damage to CLIENT'S machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of employee, and that SHANNON is not liable for the physical loss or damage to said property by said employee.

CLIENT agrees not to entrust employee with cash, negotiable instruments, or other valuable property without prior written approval from SHANNON. Without such prior written approval, CLIENT accepts full responsibility for any loss or liability caused or incurred by employee while handling cash, negotiable instruments or other valuables.

CLIENT agrees that employee supplied by SHANNON is the result of substantial expense on the part of SHANNON in terms of time and money spent for advertising, recruiting, interviewing, testing, screening & training. Therefore, in consideration of this service, CLIENT agrees that if the employee named herein performs work for CLIENT within six (6) months of the week ending date of this timesheet, whether that be as a full-time of part-time employee of CLIENT, or as a temporary employee or on a contract basis, or through another company, CLIENT agrees to immediately notify SHANNON in writing. CLIENT agrees that the employee will remain on or be put back on SHANNON payroll for a period of 520 hours from date of written notification. Should CLIENT fail to comply with these provisions, CLIENT agrees to pay SHANNON a maximum amount of \$2,500 as liquidated damages and not as a penalty.

CLIENT agrees to provide all safety training necessary to employee including safety information regarding exposure to hazardous materials.

CLIENT shall require employee to use any protective equipment necessary to safely perform the assignments.

CLIENT hereby warrants that CLIENT is in compliance with all federal, state & local laws, rules & regulations concerning employee and agrees to indemnify and hold SHANNON harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against SHANNON by reason of CLIENT'S failure to comply with the same.

We invite your comments regarding the job performance of our employee. Should there be any questions concerning our employee, please contact SHANNON.