

# TIMESHEET

## MIDWEST PROFESSIONAL STAFFING

Week Ending Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Please Print) (Sunday)

Hours Worked (Round to the nearest quarter hour)

Day	Date	In	Out	In	Out	Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Client: \_\_\_\_\_

Report To: \_\_\_\_\_

Employee: \_\_\_\_\_

Phone: \_\_\_\_\_

Please mail my check       Direct Deposit

I will pickup my check

*I agree that times shown are accurate and work performed satisfactory.*  
**Overtime is paid on hours over 40 per week and billed at time and one half.**  
**Client's signature indicates that terms as shown below have been read and agreed to.**

**Totals**

**I guarantee the hours shown on this timesheet are correct and that I performed the service. I understand the terms as shown on this form and agree to abide by them.**

**Client's Signature** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

### TERMS & CONDITIONS

The individual signing the timesheet is an authorized representative of the client and hereby certifies that the hours worked as indicated on this sheet are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that the temporary help supplied by Midwest Professional Staffing is the result of substantial expense on the part of Midwest Professional Staffing in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates, either directly or through any other temporary service company (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment or within 6 (six) months after the temporary assignment, we hereby agree to pay Midwest Professional Staffing a settlement fee equivalent to the Midwest Professional Staffing permanent placement fee of 1% per thousand dollars of annual salary up to a maximum of 25% of annual salary. The minimum settlement fee is at least eighteen hundred dollars (\$1,800). Then, if our account is current, the employee will be released with no further fee.

We understand that the supervision of the assigned Midwest Professional Staffing employee for the agreed upon duties is our (the client's) responsibility.

We agree not to authorize any Midwest Professional Staffing employee to operate any motor vehicles or automotive or truck equipment without first signing a Driver's Release Form supplied by Midwest Professional Staffing.

We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a Midwest Professional Staffing employee while said employee is operating any of the above mentioned vehicles or equipment of while operating any machinery.

We agree not to advance or entrust a Midwest Professional Staffing employee with cash, negotiable instruments or other valuable property without prior written permission from Midwest Professional Staffing. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a Midwest Professional Staffing employee while handling cash, negotiable or other valuables.

Under no circumstances will Midwest Professional Staffing or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to Midwest Professional Staffing within seven days. We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Midwest Professional Staffing or any other employees and agree to indemnify and hold Midwest Professional Staffing harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Midwest Professional Staffing by reason of our (the client) failure to comply with same.

This Midwest Professional Staffing employee is compensated on a weekly basis; therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown on this timesheet at the agreed upon rate. Overtime hours will be billed one-and-one-half times the straight time billing rate. In the event that we fail to pay the charges of Midwest Professional Staffing (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charges at 2% per month, collect and/or litigation costs plus reasonable attorney's fees.

**Phone (515) 453-9575 • Fax (515) 453-2315**

White=Company Copy      Yellow=Candidate copy