



Tel: 212.216.0007 • Fax: 212.216.0021 • www.phisearch.com

TIME SHEET

1. TYPE OR USE BALL-POINT PEN.
2. CLIENT — KEEP YOUR COPY FOR YOUR RECORDS
3. EMPLOYEE — KEEP YOUR COPY FOR YOUR RECORDS
4. TIME SHEETS MUST BE FAXED BY MONDAY 12 NOON.
5. CHECKS WILL NOT BE RELEASED WITHOUT ORIGINAL TIME SHEET.
6. INCOMPLETE TIME SHEETS WILL NOT BE PROCESSED.

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	
SOCIAL SECURITY NUMBER	
CLIENT COMPANY	

Assignment Continuing YES NO
 Employee Available for Work YES NO
 (If availability not indicated, PHI may assume employee not available.)

Supervisor - Please handwrite approved hours _____

I have read, understand and agree to comply with all terms & conditions stated on the back of this time sheet. My signature certifies that ① hours shown are correct, and ② work was done satisfactorily.

AUTHORIZED COMPANY SIGNATURE _____

TITLE _____ DEPT. _____ DATE _____

REPORT TO NEAREST 1/4 HOUR — TOTAL HOURS

DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL
MON.					
TUES.					
WED.					
THUR.					
FRI.					
SAT.					
SUN.					
★ TOTAL WEEKLY HOURS					

PARK HUDSON INTERNATIONAL

Additional Terms and Conditions

The Client

The Signature to the timesheet is an acknowledgment that Park Hudson International ("PHI") has incurred substantial recruitment, screening, administrative and marketing expense in providing the services of the temporary employee identified on the reverse side. We agree not to directly or indirectly hire, or to use the services of the temporary employee within one year after the last date of the assignment of the employee to us. In the event we or any of our affiliates, or any company to whom we assign this person, either (i) employ this person on a permanent or temporary basis, (ii) use this person's services in a consulting or freelance capacity, or (iii) use this person's services through another temporary service within one year after this person's temporary assignment, we agree to pay PHI a fee equal to the amount determined by multiplying the total annualized compensation rate of the new employee in the new capacity times a percentage equal to the sum of: (a) one percent for each one thousand dollars of such annualized compensation rate and (b) one percent. (For example, if the annualized compensation rate was \$20,000, the fee would be \$4200 (\$20,000 times 21% [20% and 1%].

PHI guarantees satisfaction with its employee's services by extending a one-day (8 hours) guarantee period. If, for any reason, we are dissatisfied with the employee assigned to us, PHI will not charge for the first eight (8) hours worked by such employee, provided that PHI replaces the individual assigned. Unless we contact PHI before the end of the first 8 hours, we agree that the employee assigned by PHI is satisfactory and further agree to these Additional Terms and Conditions.

The person signing on the reverse side hereof, certifies on behalf of himself/herself and the Client that:

- (1) he is authorized to sign on behalf of the client.
- (2) that the hours worked and the information listed on the reverse side is correct.
- (3) the services of the employee is identified on the reverse side were satisfactory; the Client has not and will not entrust PHI employees with unattended premises, confidential or trade secret information, cash, checks, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from PHI in each instance, and since PHI's insurance does not cover loss or damage caused by PHI employees operating the Client's owned or leased motor vehicles. Client therefore accepts full responsibility for claims, including the defense thereof and will indemnify and hold PHI harmless from any such claim arising out of an PHI employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage.
- (4) PHI is not responsible to Client or others for claims made under its fidelity bond, unless such claims are reported to PHI in writing by the client within 30 days after occurrence.
- (5) Under no circumstances will PHI be responsible from claims arising from work performed by PHI's temporary employees unless such claims are reported in writing to PHI by the Client within ninety (90) days after the last date of the temporary employee's assignment to the Client; and
- (6) Client will indemnify PHI from claims or liabilities pursuant to the Occupational Safety and Health Act governing to premises owned or controlled by Client and to which PHI employees are assigned perform services in or are present in or arising from employment, harassment, or discrimination claims by PHI employees based upon the acts of omissions of the CLIENT.
- (7) Our obligation to pay for services rendered is not affected if the temporary employee terminates the assignment prior to completion.
- (8) PHI invoices are for labor, and we agree to pay such invoices based on the agreed upon rates upon receipt.

The client recognizes that PHI has an employer/employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning the employment, job assignments, pay procedures, etc. with PHI.

The Employee
 In consideration of my hiring and employment by PHI, I agree not to accept employment directly or indirectly whether full-time or part-time with any Client or PHI to whom I am assigned and for a period of one-hundred eighty (180) days following completion of any assignment with the Client not to accept assignment to work for such Client either on its premises or as the employee of a third-party within the City or Town in which the specific work site to which I am assigned and PHI is located.

AUTHORIZED SIGNATURE

(Title)

By: _____

Date: _____

Print: _____