


TIMESHEET

OFFICE	Req.#	MON	TUE	WED	THU	FRI	SAT	SUN	W/E	
	Date									
WEEK ENDING DATE	Time Started								EMP#	
EMPLOYEE NAME (Printed)	Time Finished								CUST#	
	Less Lunch									
S.S.No.	Hours Worked								W/C	
ADDRESS	COMPANY NAME							TOTAL HOURS	HR	
(CITY)	ADDRESS								OT	
(STATE) (ZIP)	P.O.#								PR	
Is This A New Address? <input type="checkbox"/> Yes <input type="checkbox"/> No										PR/OT
<p align="center"><u>Employee Statement</u></p> <p>Has assignment been completed? _____ I certify that the hours shown were worked by me during the week indicated. I understand that after completing an assignment I am to contact my Opti Staffing Group Representative. If I fail to contact my Opti Staffing Group Representative, I will be considered to have left work voluntarily without cause and my unemployment benefits may be denied.</p> <p>Mail Check? Yes _____ No _____</p> <p><i>Employee Signature</i> _____</p>				<p align="center"><u>Client Agreement</u></p> <p>It is understood that the undersigned is an authorized representative of the company, and hereby certifies that the above hours are correct and that the work was performed satisfactorily. In addition, by signing below, you agree to all terms stated on the back of this time sheet.</p> <div align="center">  <p>opti staffing group</p> </div> <p><i>Client Signature</i> _____</p>						BR
										BR/OT
										TOTAL PAY
										TOTAL BILL

White: Accounting

Green: Invoice

Yellow: Branch

Pink: Candidate

Gold: Client

TO OUR CUSTOMERS

Opti Staffing Group is an equal opportunity employer and adheres to all federal, state, and local laws.

PERFORMANCE GUARANTEE

If you are not satisfied with our temporary employee's work performance, notify your Opti Staffing Group Representative within the first 4 hours of the assignment. We will dispatch a replacement, and you will not be billed for the first four (4) hours worked by the initial temporary employee.

WORKING CONDITIONS

Customer is responsible for supplying any safety/protective equipment, training required to complete assignment (including use of safety/protective equipment) and safety education as needed for Opti Staffing Groups employee pursuant to federal, state, and local law, and is responsible for informing both Opti Staffing Group and its employees of any hazardous materials on the job site. Customer will not require Opti Staffing Group's employees to perform any tasks that are contrary to federal, state, or local law.

PERFORMANCE OF UNAUTHORIZED DUTIES

Opti Staffing Group's temporary employees do not have actual, apparent, or constructive authority to assume or negotiate a change of assigned duties. Permitting an Opti Staffing Group employee to perform unauthorized duties or duties that _____ differ from those assigned at the time of the order will be at the sole risk and liability of Customer. Customer will not assign, permit, or suffer an Opti Staffing Group's employee to be entrusted with unattended premises, cash, negotiable instruments, or to perform duties not agreed upon when the Customer placed the job order without authorization of an Opti Staffing Group Representative. Customer will not permit or suffer an Opti Staffing Group's Employee to operate motor vehicles, or motorized equipment without prior disclosure to and express written authorization from an authorized representative of Opti Staffing Group. Customer agrees that it is solely and independently responsible for any claim of injury or damage of any kind sustained or incurred as a result of an Opti Staffing Group's employee operating a Customer or Employee owned or leased motorized Vehicle and/or motorized equipment on customer premises.

LOSSES

Customer Agrees that once an Opti Staffing Group's employee is placed on assignment with Customer, the Customer is the sole supervisor of the temporary employee and is solely responsible to establish the temporary employee's responsibilities, duties, and precautionary safeguards. Therefore, Customer is solely and independently responsible for any claim for damage of any kind sustained or incurred as a result of Opti Staffing Group's employee working with Customer, with the exception of claims covered by the Worker's Compensation and Fidelity Bonding insurance policies maintained by Opti Staffing Group. Any Fidelity Bonding or Worker's Compensation claims must be made to Opti Staffing Group in writing within seven (7) days of the occurrence. Customer agrees to indemnify and hold harmless Opti Staffing Group, its subsidiaries, affiliates, and agents, and from any and all claims of demands for: (1) injuries received by customer's employee in the course of their employment (2) Any property damage or personal injury losses to the Customer or third party resulting from work performed by Opti Staffing Group's Employees while under the supervision of Customer (3) Any property damage or personal injury losses resulting from an Opti Staffing Group's employee's operation of a motor vehicle or motorized equipment (4) Any losses resulting from willful misconduct, or intentional or negligent acts by Customer (5) or any Opti Staffing Group's Employee's property damage or personal injury losses resulting from Customer's violation of any federal, state, or local laws. Opti Staffing Group is not responsible for claims for loss or damages to property within the Customer's and/or Opti Staffing Group employee's care, custody and control.

CUSTOMER VERIFICATION

Each Opti Staffing Group's employee will present to you a Time Sheet at the end of the assignment, or at the end of each work week, for you to verify the hours worked. Your signature is verification of the hours worked by the Opti Staffing Group's employee(s). Total the hours worked each day, then record the total time for the assignment or workweek. Round all hours up to the nearest quarter hour.

PAYMENT TERMS

Opti Staffing Group will bill Customers for all fees owed for services provided by the Opti Staffing Group's Employee(s). These may include, but are not limited to, fees for customer requested drug tests or background checks to be performed on the temporary employees. Overtime pay, at the rate of one and one half times the bill rate, will be billed for hours worked over 40 hours. In Alaska, overtime pay will be billed for hours worked over eight hours per day. **All fees are due upon receipt.** Any fees remaining unpaid 30 days from the invoice date shall bear interest at the rate of 1.5% per month (18% per annual) until paid in full, unless otherwise specified by state law. If Opti Staffing Group employs an attorney to collect any amount due from the Customer, including conversion fees for placement of employees and liquidated damages: Customer agrees to pay reasonable costs and expenses, including attorney's fees incurred by Opti Staffing Group.

CONVERSION

If a Customer, directly or indirectly, employs or utilizes the services of an Opti Staffing Group employee as an employee or consultant, through another temporary agency or any other outsourcing services within 180 days after the termination of the temporary employee's assignment with Customer, Customer agrees to pay conversion fee pursuant to the standard schedule available through an Opti Staffing Group Representative.

CONTROLLING TERMS

The terms and conditions contained in this Time Sheet control all present and future transactions for temporary services between Opti Staffing Group and Customer. These terms and conditions may be changed ONLY by a separate written agreement, signed by an authorized Opti Staffing Group Principal. If Opti Staffing Group and Customer agree that Customer's Time Sheet may be used, Customer explicitly agrees to the Terms and Conditions.

For value received, each and every party who signs this agreement or becomes liable, either now or hereafter, for the payment under this contract, severally waives presentment, demand, protest, and notice of non-payment hereof, binds him or herself hereon as the principal and not as surety and agrees to remain bound

hereon, notwithstanding any extension that may be made to any party liable hereon. Venue and jurisdiction of any lawsuit brought to enforce this contract shall be placed in the county of Opti's choice. This personal guarantee is absolute and unconditional, and covers all amounts advanced. I waive any rights I might otherwise have to notice of transactions occurring under this guarantee; and notice of Principal Obligor's default on it's obligation to Opti; and notice or consent to which guarantors are generally entitled concerning modification, extension of time, release, action, or inaction concerning such obligations, collateral (if any), or other guarantors (if any). Upon Principal Obligor's default, I agree to immediately become primarily liable for Principal Obligor's (defined in the most inclusive sense) obligations. Opti need not seek performance, payment, or collection from Principal Obligor before seeking performance, payment, or collection from me. The individuals who personally guarantee payment on this contract represent that they are either single, or in the alternative, that their spouses have agreed and ascent to the terms of the contract. The spouses (if any) further represent that the contract has been made available for review, and that the spouse has read the same. To terminate any personal guarantee, I shall provide written notice of termination to Opti Staffing. My notice of termination must be signed not only by myself, but also by an authorized representative of Opti Staffing. Additionally, my notice of termination is not effective until thirty (30) days after it is signed by Opti's authorized representative. Termination will not release me of liability for obligations arising before the effective date of my termination.