



Staffing, Inc.

WEEKLY TIME CARD

EMPLOYEE NAME	
S.S.#	
CLIENT COMPANY NAME	
WEEK ENDING DATE SUNDAY.	<input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> RETURNING NEXT WEEK

EMPLOYEE NOTICE PLEASE FILL IN THIS TIME CARD COMPLETELY. ROUND WEEKLY TOTALS TO THE NEAREST QUARTER HOUR. LEAVE THE APPROPRIATE COPY WITH YOUR SUPERVISOR WHO SIGNS TO VERIFY HOURS. THE PSI COPY OF THE TIMECARD MUST BE RECEIVED IN OUR OFFICE BY THE PAYROLL DEADLINE FOR YOUR CHECK TO BE WRITTEN.

THIS IS TO ACKNOWLEDGE THAT PSI IS ACTING AS MY AGENT. IF I ACCEPT EMPLOYMENT WITH PSI'S CLIENT WITHIN A 500 HOUR PERIOD THROUGH ANOTHER STAFFING SERVICE PROVIDER, OR IF I ACCEPT DIRECT EMPLOYMENT WITH PSI'S CLIENT WITHIN SAID 500 HOURS, IT IS AGREED THAT I WILL PAY TO PSI A PLACEMENT CHARGE OF \$500 UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD AND I HAVE NOT HAD ANY JOB RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO PSI.

EMPLOYEE SIGNATURE _____

DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					

TOTAL TIME ROUNDED TO NEAREST QUARTER HOUR	STRAIGHT TIME	OVERTIME	DOUBLE TIME
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CLIENT NOTICE AND VERIFICATION. THE UNDERSIGNED ACTING AS AGENT FOR THE CLIENT COMPANY CERTIFIES THAT THE ABOVE NAMED TEMPORARY WORKED ACCEPTABLY DURING THE PERIODS NOTED ON THIS CARD. THE UNDERSIGNED ACKNOWLEDGES THAT PSI HAS SUPPLIED THIS TEMPORARY AND ACCEPTS THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS TIME CARD. PLEASE READ CAREFULLY THE TERMS AND CONDITIONS AND RETAIN THE CLIENT COPY.

AUTHORIZED SIGNATURE	DATE
TITLE	
DEPT OR SPECIAL BILLING INSTRUCTIONS	

RETURN TO:

715 East Hartford
Ponca City, OK 74601

Staffing, Inc.

TERMS AND CONDITIONS

The following terms and conditions form the basis for Personnel Staffing, Inc. supplying contract temporary help to client companies. the signature of the client or his agent on the face of the time card constitutes full acceptance of the following

1. It is agreed that the insurance furnished by PSI does not cover the operation of a fork lift or any motor vehicles licensed for highway use by any PSI employee nor does it cover physical loss or damage of machinery, equipment or materials while in the care, custody or control of a PSI 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 a license motor vehicle for the client.
3. It is agreed that client will indemnify PSI and PSI employees for injuries incurred by client's employees in the course of their employment: losses resulting from work performed by PSI employees in a reasonable, prudent manner and/or as instructed by client, and losses resulting from willful misconduct, intentional or negligent acts the client (except for losses covered by PSI Workers' Compensation Insurance).
4. It is agreed that the client will not entrust a PSI employee with unattended premises or any part thereof, or with the care, custody or control of cash, negotiables or other valuables without prior permission of PSI and then only when the PSI employee's specific duties necessitate such activities.
5. It is agreed that the client will furnish a suitable place for PSI 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 PSI of any changes in the duties of a PSI employee from those originally described to PSI.
7. Because PSI has a substantial investment in maintaining its staff of temporary employees and in consideration of the services rendered by PSI it is agreed that, for a period of ninety (90) days after the last day for which hours are reported for the PSI temporary employee whose name appears on this time card or weekly time sheet, Client agrees not to utilize or hire directly or utilize or hire said temporary employee through another staffing firm, unless otherwise agreed to by PSI. This prohibition is limited to the geographic are in which the temporary employee worked with client during the temporary employee's employment with PSI.
8. Should the client hire a PSI temporary employee directly, it is agreed that PSI will be notified of this intent and that temporary employee will remain on PSI payroll for a period of 500 working hours, or the client will pay a payroll transfer charge of \$1,000 to PSI unless otherwise agreed upon by PSI. Should the client hire or utilize a PSI temporary associate through another staffing firm within the ninety (90) day period specified above, it is agreed that the client will pay a payroll transfer charge of \$1,000 to PSI.
9. It is agreed that charges for temporary help are due upon receipt of invoice, and the client agreed to pay the charges evidenced on the timecard promptly.
10. It is agreed that PSI will charge interest at the rate of 1 1/2% per month (18% per annum) on any charges remaining unpaid 30 days after the invoice date, unless otherwise specified by state law.
11. It is agreed that PSI is entitled to reasonable attorney fees together with all expenses of collection of it becomes necessary to engage an attorney to enforce payment of these charges or of the charges incurred