

TEMPTIME TEMPORARY SERVICE

A Division of Monroe Personnel Service LLC
 220 Montgomery Street, Suite 1006, San Francisco, CA 94104
 (415) 732-7520, Fax (415) 438-2199 www.temptime.com

PLEASE PRINT

NAME _____

WEEK ENDING SUNDAY _____ / _____ / _____ JOB STATUS CONTINUING
 MONTH DAY YEAR COMPLETED

COMPANY NAME _____ DEPT. _____

REPORTED TO _____
 NAME OR DIVISION

Mail my Check Hold my check for pick-up. If no option is chosen or held check is not picked up by Friday at 5 pm check will be mailed.

EMPLOYEE: I certify that the hours shown here represent my total hours worked during the week, and that they were properly verified by the client or by client's authorized representative. I understand that I am to contact the Temptime office after completing this assignment to discuss another assignment, and if I do not do so, Temptime may assume that I am not then available for work.

 SIGNATURE OF EMPLOYEE

1. Thanks for doing a great job! Please be sure this card is signed by your supervisor and the hours shown are correct. Give your supervisor the yellow copy.
2. The timecard must be received in our office by Noon Monday if we are to pay you on time. Paychecks are available Wednesday 8-5 pm.

DISTRIBUTION: WHITE/TEMPTIME YELLOW/CUSTOMER PINK/EMPLOYEE

DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH		DAILY TOTAL	
				FROM	TO	STRAIGHT TIME	OVERTIME
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							

Total Straight Time		Total Overtime	
Hours	Minutes	Hours	Minutes

Please round to nearest 1/4 hour. If six or more hours are worked in a day, a half hour break is mandatory. Please indicate sick time, but do not include in your total.

CLIENT: Your signature certifies that the hours shown here are correct and that the work was performed satisfactorily; also that you have read, understood and agree to our Guarantee, Conversion Options and all other TERMS AND CONDITIONS on both the FRONT AND BACK of this time card.

X _____
 AUTHORIZED SIGNATURE FOR CLIENT

TEMPTIME THANKS YOU FOR THIS OPPORTUNITY TO BE OF SERVICE

TERMS AND CONDITIONS OF TEMPTIME
A Division of Monroe Personnel Service, LLC

GUARANTEE:

As our client, you must be completely satisfied with the performance of every Temptime Temporary Service employee. If you are not satisfied, call Temptime prior to the end of the first four (4) hours of the assignment and the charges for any unsatisfactory performance will be adjusted.

BILLING TERMS:

1. SERVICE CHARGES

(A) An itemized invoice for temporary services based on hours shown on the Temptime employee time card is mailed weekly; it is due and payable NET UPON RECEIPT OF INVOICE.

(B) A four-hour minimum charge per day will be incurred once a temporary employee reports to work.

(C) All billing for hours worked is subject to and regulated by State and Federal laws.

2. PAST DUE ACCOUNTS: Interest at 1.67% per calendar month (20% Annual Percentage Rate) will be assessed on accounts 30 days or more past due.

3. CONVERSION CHARGES (see below) are billed separately; they are due and payable net 15 days from the conversion date.

CONVERSION TO REGULAR, FULL-TIME STATUS:

If your organization wishes to hire a Temptime employee, who has been provided to you on a temporary basis, either during the assignment with your organization or within 360 calendar days of the last day that our employee had any contact with your organization, you may acquire the individual as a regular member of your staff and convert him/her to your payroll provided you exercise one of three options below:

1. Extend the current temporary assignment for a continuous period of 1000 hours from the date you notify us of your intention to hire the employee, and pay a \$1000.00 conversion fee.

2. Extend the current temporary assignment for a continuous 720 hours from the date you notify us of your intention to hire the employee and pay a \$2500.00 conversion fee.

3. Convert immediately by paying a **CONVERSION CHARGE OF 25%** of the employee's **STARTING ANNUAL GROSS SALARY, LESS 15%** of the **TOTAL TEMPORARY BILLINGS.**

The above three Conversion options likewise apply, and you agree to comply therewith should your organization refer our above described employee to a parent company or any of its divisions, subsidiaries, affiliates, or to any other company or organization or should your organization wish to retain our employee as a **CONSULTANT** or **INDEPENDENT CONTRACTOR**, (rather than employing him/her on your staff and payroll).

OTHER TERMS AND CONDITIONS:

1. Clients shall not entrust Temptime employees with unattended premises, cash negotiables, or other valuables. Nor will Clients authorize any Temptime employee to operate any motor vehicles, automotive or truck equipment without signing a **RELEASE** supplied by the Temptime office. It is understood and agreed that Temptime assumes no liability for loss or damage caused by operation of client's machinery, equipment, or vehicles by a Temptime employee.

2. Client's acceptance of our temporary employee acknowledges and constitutes agreement by client to pay our charges in accordance with all our Terms and Conditions.

3. **ATTORNEY FEES:** If legal action is required for the payment of either regular or temporary service fees, the client agrees to pay the agency's cost for reasonable attorney's fees and/or court costs.