



Fax: (225) 293-2440

Email: payroll@ammonstaffing.net

CLIENT NAME	SUNDAY END DATE
ADDRESS	CITY

PRINT YOUR NAME (EMPLOYEE)	LAST 4 OF SOCIAL		DATE	TIME START	TIME FINISH	LESS LUNCH	HOURS
		MON					

EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREIN REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME. I AGREE TO CALL THE AMMON STAFFING JOB LINE THE NEXT REGULAR WORK DAY FOLLOWING THE CONCLUSION OF MY ASSIGNMENT WITH THE CLIENT TO MAKE MYSELF AVAILABLE FOR NEW ASSIGNMENTS. I UNDERSTAND AND ACKNOWLEDGE THAT IF I FAIL TO DO SO, AMMON STAFFING MAY ASSUME THAT I HAVE VOLUNTARILY QUIT WITHOUT GOOD CAUSE ASSOCIATED WITH WORK AND THAT SUCH A VOLUNTARY QUIT MAY RESULT IN MY BEING DENIED UNEMPLOYMENT BENEFITS.

YOUR SIGNATURE	DATE:	THU
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CLIENT: THE UNDERSIGNED, AS AGENT FOR CLIENT COMPANY, YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS BELOW. THE UNDERSIGNED ALSO IS IN AGREEMENT THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORILY.

CLIENT SUPERVISOR PRINTED NAME	TITLE	SAT
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CLIENT SUPERVISOR SIGNATURE	DATE:	SUN
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PO NUMBER (Optional):	JOB NUMBER (Optional):	TOTAL HOURS	REGULAR TIME	OVERTIME (OVER 40)
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QUALITY OF WORK:
 EXCELLENT SATISFACTORY UNSATISFACTORY

EMPLOYEE INFORMATION	CLIENT INFORMATION
<ul style="list-style-type: none"> Time Cards are due in AMMON Staffing's office EVERY Monday, following the week worked, by 12:00 Noon in order to have employees paid FRIDAY following the week worked. We accept Time Cards by Email, Fax and dropped off to our office. Time Cards must be legible and completely filled out. Time Cards require two signatures to be processed, yours and the CLIENT supervisor. IT IS YOUR RESPONSIBILITY to get a signature from the CLIENT, and to turn the time card in a timely manner. Incomplete, unsigned and late timecards will result in receiving your pay at a later date LUNCH: The length of your lunch will be determined by the supervisor at the CLIENT to whom you are assigned FUTURE ASSIGNMENTS: You must report your availability to the AMMON Staffing job line upon the completion of each assignment. If you fail to do so, we may assume that you have voluntarily quit without good cause associated with the work which may result in the denial of your unemployment benefits. 	<p>In lieu of a prior written agreement, AMMON Staffing Herein referred to as STAFFING FIRM Being duly authorized on behalf of the Client above (1) the undersigned hereby acknowledges that: (a) AMMON Staffing™ incurs substantial recruitment screening, administrative and marketing expenses in connection with the employee assigned to Client below and Client agrees that If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than STAFFING FIRM during or within 360 days after any assignment of the Assigned Employee to CLIENT from STAFFING FIRM, CLIENT must notify STAFFING FIRM and (a) continue the Assigned Employee's assignment from STAFFING FIRM for his or her next 1,000 consecutive work hours for CLIENT; or (b) pay STAFFING FIRM a fee in the amount of 25% times the annual salary for that Assigned Employee. However, under option (a), the length of the required assignment continuation will be reduced by the Assigned Employee's prenotice work hours within the previous year for which CLIENT has paid or for which CLIENT has not yet been billed. (2) Customer certifies that the hours given by fax, scan, electronic mail or on Client's time sheets are correct and that the work was performed in a satisfactory manner. (3) Client confirms prior agreement between STAFFING FIRM and Client with respect to the services performed here under and any future services: (a) Customer shall not entrust STAFFING FIRM employee with unattended premises, cash, negotiables or other valuables, or authorize such employees to operate machinery or motor vehicles without prior written permission from STAFFING FIRM; (b) STAFFING FIRM insurance does not cover loss or damages caused by STAFFING FIRM employees operating Customer's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving customer's vehicles(s) or arising out of or involving violation by Client of paragraph (3)(a), above; (c) Client shall indemnify and save STAFFING FIRM harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned and controlled by Client and to which STAFFING FIRM employees are assigned. The Client recognizes STAFFING FIRM employer relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with STAFFING FIRM. Client agrees to a four (4) hour minimum charge per assignment per day. Customer will be billed for the hours shown on this time sheet at a rate previously agreed upon. Overtime hours will be billed at (1 ½) one and one half times the straight time billing rate. WE BILL WEEKLY AND OUR TERMS ARE "NET DUE UPON RECEIPT OF INVOICE" unless other written arrangements have been made. In the event that the customer fails to pay the charges of STAFFING FIRM (whether for temporary service or fees) when due the Client shall pay all collection and or litigation costs plus reasonable attorney's fees and interest. Interest of 1.5% (percent) per month will be charged on all past due invoices 30 days from date of outstanding invoice until paid. All invoices 60 days or older are automatically turned over for collection.</p>