



Press hard and print clearly

Name _____ Week Ending Date (Sunday) _____

Last Four (4) Digits of Social Security Number _____ Job Number _____

Client Company Name _____ Assignment Completed Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch in	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)

Regular Time _____ Overtime _____ Double Time _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature : _____ **Date :** _____

Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

\$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other



CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature _____

Title: _____ **Date :** _____

Department or special billing instructions: _____

QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

AT01 (01/08)



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Authorized Signature **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

Title: _____ Date : _____

Department or special billing instructions: _____ QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

EXPRESS ASSOCIATE COPY

AT01 (01/08)

EXPRESS - STAFFING AGREEMENT

Express Services, Inc. d/b/a Express Employment Professionals is providing temporary/contract staffing associates to perform services for you in consideration of your agreement to the following terms and conditions:

- We hire associates as our employees. We provide all wages, taxes, withholding, benefits, workers compensation and insurance for our employees. We will, at the client's written request, conduct criminal history checks and drug screen tests as permitted by law.*
- We comply with all applicable Federal, State, and Local employment laws and regulations, including the Equal Employment Opportunity Act and Fair Labor Standards Act. We will indemnify and hold you harmless from any claims or damages caused by our non-compliance with any such laws. You agree not to discriminate against any Express associate regarding treatment of his/her assignments, pay, working conditions, or releases and to provide all Express associates with a suitable workplace that complies with applicable equal opportunity laws.*
- We will recruit, screen, hire, and place associates qualified to meet your specifications. You agree to notify us of any changes in the duties or workplace of our associate(s) from those originally specified by you. You will supervise, direct, and control the work performed by our associates. You are responsible for all operational results, including, physical loss or damage to machinery, equipment, materials, data or other property in the care, custody, or control of an Express associate, and bodily injury (except for bodily injury to the associates covered by workers' compensation) unless caused by the willful misconduct of our associate(s).*
- We provide associates to perform the duties specified by you. We are not present to direct the work. We cannot be responsible for, and you agree to indemnify and hold us harmless for losses or damage from work performed by associates in a reasonably prudent manner, as instructed by you, or losses resulting from misconduct or negligence by you. You agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.*
- We can provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required if notified prior to assignment. We must know this to assign associates who are qualified to meet your specifications. During an assignment, if you permit our associate to operate a motor vehicle, forklift or any other motorized equipment, you agree to indemnify and hold us harmless for; bodily injury, property damage, collision, or public liability claims, regardless of fault, unless caused by the intentional misconduct of our associate.*
- We bond each of our associates. If you entrust our associates with unattended premises or with the care, custody, or control of cash, checks, credit card numbers, negotiables, confidential information or trade secrets, or other valuable property, then you must indemnify and hold us harmless from any resulting loss or damage. Any claims made under Express' fidelity bond must be made in writing by the client within ten (10) days of the occurrence.*
- We provide a safety orientation to each of our associates. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable laws concerning occupational safety, health, disability discrimination, and sexual harassment. You indemnify us for any claims for violation of employment laws due to the misconduct of your employees.*
- We offer an evaluation hire program that allows you to hire our associates after a pre-determined period of time or for an agreed upon fee. You must notify us of your intention to hire an associate to establish an evaluation hire period or fee. If you hire our associate or use the associate through another staffing firm within one (1) year of the associate's last day on assignment, you agree to pay a payroll transfer fee of 1% per \$1,000.00 (not to exceed 30%) of the associate's annual compensation, unless otherwise agreed to by us.*
- We pay our associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date. A monthly service charge of (18% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s).*



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Associate Signature : _____ Date : _____

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Authorized Signature _____

Title: _____ Date : _____

Department or special billing instructions: _____
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

EXPRESS COPY

AT01 (01/08)

EXPRESS - STAFFING AGREEMENT

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- 1. We hire associates as our employees. We provide all wages, taxes, withholding, benefits, workers compensation and insurance for our employees. We will, at the client's written request, conduct criminal history checks and drug screen tests as permitted by law.*
- 2. We comply with all applicable Federal, State, and Local employment laws and regulations, including the Equal Employment Opportunity Act and Fair Labor Standards Act. We will indemnify and hold you harmless from any claims or damages caused by our non-compliance with any such laws. You agree not to discriminate against any Express associate regarding treatment of his/her assignments, pay, working conditions, or releases and to provide all Express associates with a suitable workplace that complies with applicable equal opportunity laws.*
- 3. We will recruit, screen, hire, and place associates qualified to meet your specifications. You agree to notify us of any changes in the duties or workplace of our associate(s) from those originally specified by you. You will supervise, direct, and control the work performed by our associates. You are responsible for all operational results, including, physical loss or damage to machinery, equipment, materials, data or other property in the care, custody, or control of an Express associate, and bodily injury (except for bodily injury to the associates covered by workers' compensation) unless caused by the willful misconduct of our associate(s).*
- 4. We provide associates to perform the duties specified by you. We are not present to direct the work. We cannot be responsible for, and you agree to indemnify and hold us harmless for losses or damage from work performed by associates in a reasonably prudent manner, as instructed by you, or losses resulting from misconduct or negligence by you. You agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.*
- 5. We can provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required if notified prior to assignment. We must know this to assign associates who are qualified to meet your specifications. During an assignment, if you permit our associate to operate a motor vehicle, forklift or any other motorized equipment, you agree to indemnify and hold us harmless for; bodily injury, property damage, collision, or public liability claims, regardless of fault, unless caused by the intentional misconduct of our associate.*
- 6. We bond each of our associates. If you entrust our associates with unattended premises or with the care, custody, or control of cash, checks, credit card numbers, negotiables, confidential information or trade secrets, or other valuable property, then you must indemnify and hold us harmless from any resulting loss or damage. Any claims made under Express' fidelity bond must be made in writing by the client within ten (10) days of the occurrence.*
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From: _____

To:

AFFIX
LETTER-RATE
POSTAGE