

PRINT CLEARLY AND FILL OUT COMPLETELY

COMPANY NAME (PRINT)	
EMPLOYEE NAME (PRINT)	
SOCIAL SECURITY NUMBER	CHECK DELIVERY <input type="checkbox"/> MAIL <input type="checkbox"/> PICKUP

50 BRIAR HOLLOW • 510 EAST
HOUSTON, TX 77027-9305
713/961-0605 • FAX 713/624-1155



IMPORTANT: READ AGREEMENTS BELOW AND ON BACK BEFORE SIGNING.

	MON	TUE	WED	THU	FRI	SAT	SUN
DATE							
START							
LUNCH OUT							
LUNCH IN							
FINISH							
TOTAL STRAIGHT TIME							
TOTAL OVERTIME							

WHITE & CANARY - QUEST
PINK - CLIENT
GOLDENROD - EMPLOYEE

OVERTIME APPROVED?

YES NO

TOTAL HOURS

Employee Agreement - I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Client. I understand that I am to contact Quest Personnel after completing this assignment to discuss another assignment; and if I do not do so, Quest Personnel may assume that I am not then available for work and that my unemployment benefits may be affected.

Employee Signature _____ Date _____

CLIENT APPROVAL	Client Agreement: By signing this time sheet I agree that I have read and understand the reverse side of this document and I further agree that the work was performed satisfactorily.		
	SIGNATURE	TITLE	DATE

CLIENT COMPANY AGREEMENT

- The term "Client" includes all affiliates, subsidiaries, partners, subcontractors and any other representative of the named Client Company.
- Client or any of its authorized representatives agree that any hours worked by this Quest Temporary for Client during the year following the initial referral will be through Quest Personnel and billed to Client. "Hours worked" includes obtaining the employee's services through any agency, independent contractor, consulting or staffing facility, co-venturer, employment of that person directly or through a temporary, leasing or payroll organization, or endorsing, supporting or arranging the person's employment by another organization, whether or not the person is later assigned to that Client. Quest Personnel incurs substantial recruiting, screening and administrative expenses in conjunction with our temporary employees. Client agrees that should the Client at any time desire to offer employment to the temporary named on the reverse side, Client will pay Quest Personnel's conversion charge.
- Client agrees that the time documented herein is correct. Quest Personnel will pay this employee and invoice Client for the hours on the timesheet. Client further agrees to pay for these hours upon receipt of Quest Personnel's invoice. Invoices unpaid after thirty days shall begin to accrue interest at the rate of 1.5% per month.
- Client agrees that all hours worked, including overtime, by this employee, will be approved and/or authorized in writing by Client and that Client will report to Quest Personnel, on a weekly basis, any hours worked by this employee. Client expressly agrees to indemnify and hold harmless Quest Personnel Resources, its subsidiaries, affiliates and agents for any and all claims and damages, including attorney's fees and court costs if a claim is made against Quest Personnel by any Quest Temporary for wages, including overtimes, that the Client has failed to report to Quest Personnel. This agreement is in addition to and does not supersede any other agreements between Client and Quest Personnel Resources, Inc.
- Client agrees that all hours over 40 or those approved as overtime should be paid to this employee Quest Personnel and billed to Client at 1 1/2 times the regular hourly rate charged to Client by Quest Personnel.
- Client agrees that in the event of non-payment of Quest Personnel invoices, Client will be responsible for all costs incurred in collection of debt, including attorney's fees, interest and court costs.
- Client has not and shall not in the future without prior written permission from Quest Personnel in each instance: (1) entrust Employee with unattended premises, cash, negotiable instruments or other valuables; (2) authorize Employee to operate machinery or motor vehicles; (3) assign Employee to perform work other than that described at the time Client placed the job order.
- Quest Personnel's insurance does not cover loss or damage caused by Employee operation of Client's owned or leased motor vehicles, 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 damages sustained or incurred as a result of Employee driving such vehicle(s).
- Quest Personnel is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Quest Personnel in writing by Client within 30 days after occurrence. Client agrees to prosecute such a claim in a Court of competent jurisdiction to a final conviction of the Employee.
- Quest Personnel is not responsible for claims for damage to property within Contractor's or employee's care, custody and control.
- Client shall indemnify and hold Quest Personnel, its subsidiaries, affiliates and agents harmless from all claims and damages arising out of any alleged violation by Client of any laws either Federal, State or Local, including without limitation, OSHA, EEO and Immigration Laws.
- Client signature on front of this document acknowledges that the Client has read, understands and agrees to the terms of this agreement.