

JIM ROWLAND PERSONNEL 12 Executive Park Drive * Suite 1275 * Atlanta, Georgia 30329 404-325-1001 tel * 404-325-4007 fax						COMPANY (CLIENT) NAME			WEEK ENDING SUNDAY / /		
						ADDRESS			CITY		
						JOB TITLE			JOB NUMBER		
DAY	DATE	HOURS TO THE NEAREST QUARTER HOUR									
		START	FINISH	(LUNCH)	TOTAL HOURS						
MON											
TUES											
WED											
THUR											
FRI											
SAT											
SUN											
						AVAILABLE FOR WORK?			SOCIAL SECURITY NUMBER		
						NOTIFY JIM ROWLAND PERSONNEL PRIOR TO YOUR ASSIGNMENT ENDING OF YOUR AVAILABILITY TO WORK. FAILURE TO DO SO WILL BE VIEWED AS A VOLUNTARY SEPARATION FROM JIM ROWLAND PERSONNEL.					
						EMPLOYEE MUST FILL IN BELOW			EMPLOYEE NAME		
						__MAIL MY CHECK			__HOLD MY CHECK		
						EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HERE ON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY THE CLIENT.			EMPLOYEE SIGNATURE X		
						CLIENT: YOUR SIGNATURE BELOW REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDES HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS SATISFACTORILY COMPLETED.					
						CLIENT'S AUTHORIZED SIGNATURE X			TITLE		
						AUTHORIZED BY (Please print name)			IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? _____ YES _____ NO		
		CLIENT		REGULAR		OVERTIME					
WRITE TOTAL HOURS WORKED (IN WORDS) HERE		HOURS	MIN	HOURS	MIN						
TOTAL HOURS TO NEAREST QUARTER HOUR. MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY.		TOTAL HOURS									

ADDITIONAL TERMS AND CONDITIONS

The Client

The Client's Signature to this time card is an acknowledgement that JIM ROWLAND PERSONNEL has incurred substantial recruitment, screening, administrative, and marketing expense in providing the services of the field employee identified on the reverse side. The Client recognizes that JIM ROWLAND PERSONNEL has an employer/employee relationship with temporary field personnel assigned to the Client and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc. with JIM ROWLAND PERSONNEL. The Client hereby agrees not to hire, directly or indirectly, or to use the services of the field employee within twenty-six (26) weeks after the last date of the assignment of the employee to them. If, either directly or indirectly, the Client hires or otherwise uses the services of the employee, then the Client will notify JIM ROWLAND PERSONNEL and either a) continue the temporary assignment for such employee for an additional agreed upon period of time and pay for his or her services under the same terms and conditions as presently provided; or b) pay to JIM ROWLAND PERSONNEL a sum equal to six (6) times the hourly billing rate for said employee multiplied by the number of hours in the Client's standard work week; or c) pay the equivalent to a JIM ROWLAND PERSONNEL permanent placement fee which entitles the Client to the full JIM ROWLAND PERSONNEL guarantee. The person signing the time card certifies on behalf of himself or herself and the Client that: (1) he or she is authorized to sign on behalf of the Client; and (2) that the hours worked and the information listed on the time card are correct. The Client also agrees that any unsatisfactory work, requiring attention and/or correction, performed by this employee during the time covered by this time card has been reported to JIM ROWLAND PERSONNEL. It is strongly recommended that the Client notify JIM ROWLAND PERSONNEL of any possible overtime that will be incurred during an assignment.