



7-11 South Broadway
 White Plains, NY 10601
 914-428-4800
 FAX 914-428-5063

Employee Name			Week Ending Date; Sunday		
Social Security Number		Are you returning next week? Y/N If no, call your counselor			
Day	Date	Time In	Time Out	Less Lunch	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours to the nearest 1/4 hour each day			Weekly Total		
I certify that these hours are true and accurate.			Mail Check	Your check will be mailed unless you specify "Hold"	
Employee Signature			Hold Check		
Company Name			Circle one		
Department					
Before signing, please draw a line through any days not worked, and then write the weekly total in WORDS here.					
Client approval includes acceptance of terms and conditions set forth here					
Authorized By (please print)			Telephone #		
Authorized By (signature)					
Thank you for choosing Reinhard Temps for your temporary staffing needs. Please discuss with our Staffing Coordinator any permanent positions we can assist you in staffing.					

Client Agreement
 The individual signing this agreement is an authorized representative of the client company and hereby certifies that the hours worked as indicated above are true and correct and that the work was performed in a satisfactory manner.
 The client recognizes Reinhard Temps' Ltd's employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with Reinhard Temps, Ltd. The client acknowledges that Reinhard Temps, Ltd incurs considerable expense in obtaining, screening, testing, and training its personnel. Therefore, in consideration of this service, the client agrees that in the event that the employee named above is employed by the client, its associates or affiliates, or through another staffing service for the client, within ninety (90) days from the last day worked for the client (either as a salaried employee, an independent contractor or temporary employee) a settlement fee will be due to Reinhard Temps, Ltd in the sum of 20% of the starting annual salary of the employee.
 The client agrees not to entrust Reinhard Temps, Ltd employees with unattended premises, cash, negotiable or other valuables, nor to require such employees to operate machinery or motor vehicles without permission from Reinhard Temps, Ltd in each instance. The client understands that Reinhard Temps, Ltd will not be responsible for any claims arising out of or under its Fidelity Bond unless such claims are reported within 10 working days of the discovery of the alleged wrongful act. The client shall defend, indemnify and save Reinhard Temps, Ltd and Reinhard Madison Approach Staffing Inc harmless from any and all fines, penalties, and assessments including attorney's fee incurred by Reinhard Temps, Ltd and/or Reinhard-Madison Approach Staffing, Inc as a result of any alleged violations of any Federal, State or local law, regulation or ordinance relating to health and safety with respect to premises owned or controlled by the client and to which Reinhard Temps, Ltd employees are assigned.
 The Reinhard Temps, Ltd employee is compensated on a weekly basis. Therefore, the client will be billed weekly. Payment will be due upon receipt of the invoice. The client agrees to pay all collection and/or litigation costs plus reasonable attorney fees required to collect unpaid charges.

Employee Agreement
 Absence-Call Your Coordinator At Once, S/he will notify client. Never Call Our Client. If you are late or cannot work the prescribed hours, or if you are unable to complete the assignment, all your coordinator.
 Future Assignments- If you do not contact us after each assignment, we will assume you are not ready willing and/or able to work.
 Accepting Employment with and/or through our client - You agree that you shall neither seek nor accept employment without our permission, directly, indirectly or through another staffing service, from any customer of ours, its associates or affiliates, to whom you have been assigned to work, for three (3) months after the date your employment is terminated.