

Employee Name					Week End Date (Sunday)
Day	Date	Time In	Time Out	Less Lunch	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Total					
Have Reimbursable expenses? <input type="checkbox"/> Please insert dollar amount here. <input type="text"/> Please Note: You MUST include receipts with timesheet submission for expense reimbursement.					Total hours to the nearest 1/4 hour each day
I certify that these hours are true and accurate. Authorized By (employee signature)					Your check will be mailed unless you specify "Hold" <input type="radio"/> Mail Check <input type="radio"/> Hold Check
Before signing, please draw a line through any days not worked, and then write the weekly total in WORDS here.					
Thank you for choosing Reinhard-Madison Approach Staffing Inc for your temporary staffing needs. Please discuss with our Staffing Coordinator any permanent positions we can assist you instaffing.					
Company Name					
Department					
Client approval includes acceptance of terms and conditions set forth here.					
Authorized By (client signature)					
Name (please print)					
Telephone #					

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-Madison Approach Staffing Inc's employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning personnel's employment, job assignments, pay procedures, etc. with Reinhard-Madison Approach Staffing Inc staff and agrees not to discuss such matters with personnel directly.

The client acknowledges that Reinhard-Madison Approach Staffing Inc, 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-Madison Approach Staffing Inc, in the sum of 20% of the starting annual salary of the employee.

The client agrees not to entrust Reinhard-Madison Approach Staffing Inc, employees with unattended premises, cash, negotiable or other valuables, nor to require such employees to operate machinery or motor vehicles without permission from Reinhard-Madison Approach Staffing Inc, in each instance. The client understands that Reinhard-Madison Approach Staffing Inc, 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-Madison Approach Staffing Inc, harmless from any and all fines, penalties, and assessments including attorney's fee incurred by 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-Madison Approach Staffing Inc, employees are assigned.

The Reinhard-Madison Approach Staffing Inc, 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.