



WEEKLY TIME REPORT

Week Start	/ /08
Week End (Sun)	/ /08

Local Office (925) 943-6503

Employee Name

Daytime Telephone #

E-mail Address

Client

Client Manager

Day	Date	Start Time	Lunch Out	Lunch In	Finish Time	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Regular
OT
DT

Total Hours

Comments

Employee Signature/Date

Client Approval Signature/ Date

Fax to (925) 943-1279 or e-mail to finance@srsgroup.com by 8:00 am Monday

TERMS AND CONDITIONS

- By signing the time sheet, customer is authorizing billable hours for work performed and is agreeing to the contractual terms of temporary employee hire which are:
1. Temporary employee assigned to customer is the employee of ISGN and not the customer: ISGN covers said employee by worker's compensation insurance and is responsible for all applicable Federal, State and local withholding payroll taxes.
 2. If customer is unsatisfied with the services of employee customer must notify ISGN within three (3) hours of the beginning of employee's first work day and ISGN will make all reasonable efforts to replace employee; if customer does not notify ISGN within the three hour period, customer will be liable for the full fee. No notification as it is stated here represents that the customer is satisfied.
 3. Customer will provide employee with a safe, suitable workplace which complies with health and safety laws, OSHA, and are at least equal to conditions of customer's own employees. All supplies needed to do the work assigned will be provided by customer.
 4. The employee of ISGN is not authorized to pay expenses on behalf of the customer.
 5. ISGN reserves the right to remove or replace an employee with one day notice to customer.

FEES AND TERM

1. ISGN bills client directly for hours worked per authorized timecard.
2. Invoices are due upon receipt and a late charge of 8% is assessed for unpaid invoices aged more than 29 days. Customer agrees to pay said late charge and unpaid invoice within a 15 day period of late charge assessment. If invoice is not paid within the 45 day period aforementioned ISGN reserves the right to remove employee from customer's assignment.
3. If unpaid invoice is sent for collection, customer agrees to pay collection fees, attorneys' fees and court costs resulting in collection of all amounts owing.
4. If customer hires employee of ISGN within one year of the date on the first time sheet, the "buy out" fee will be due. The buy out fee applies to part time, hourly, contractual or full time work offered to employee.
5. Billing rate for ISGN employee is based on customer's job order and if employee is then assigned different work by customer a different billable rate may apply.
6. ISGN pays employee overtime in accordance with State and Federal law. Overtime is billed to client at one time and one half the regular hourly billing rate.

CUSTOMER OBLIGATIONS

1. Customer will not entrust ISGN employee with cash, securities, negotiables and the like unless prior written authorization accompanies the job order.
2. Customer will be liable for any injury, damage, theft, fire or public liability claim arising from or connected to any unauthorized use described in paragraph 1 of this section.
3. Supervision of employee is the sole responsibility of the customer while the employee is performing billable work for customer.
4. Customer will maintain at all times adequate comprehensive general liability insurance and property damage insurance for employee and will hold ISGN harmless from any injury, damage or liability incurred by employee while performing services for customer or otherwise located at customer's premises.