



**Weekly Time Record**

*Fax this timesheet to our office at 964-1212. Timesheets are due no later than noon on Monday.*

WEEK ENDING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
___/___/___							
TIME IN							
TIME OUT							
LESS LUNCH							
TOTAL HOURS							

**Weekly Hours  
to Nearest 1/4 hour**

**EMPLOYEE INFORMATION**

Employee name: \_\_\_\_\_ Client Company: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Employee Phone: \_\_\_\_\_

**CLIENT APPROVAL**

Please sign and date to verify that the hours were worked, and all work was performed in a satisfactory manner. Client signature indicates verification of hours worked as shown, and acceptance of terms and conditions listed below.

Client Signature: \_\_\_\_\_ Company name: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms and Conditions**

We will invoice your firm as verbally agreed for the services of our employee. Overtime will be billed one-and-one half times the straight billing rate. Our employee will present a time sheet to your representative for verification and signature at the end of each week. Your signature certifies that the hours worked are accurate and the work was completed in a satisfactory manner. Our compensation to our employee is on a weekly basis, and you will be billed weekly for the total hours. Invoices are due upon receipt and shall be considered in default thirty (30) days from issuance of Company invoice, after which time a default charge will be imposed at one and one-half percent (1 1/2%) per month on unpaid balances (annual percentage rate of eighteen (18%) or the maximum legal interest rate, whichever is lower. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorneys' fees and costs. Without InSearch's written consent, during the period that InSearch is providing services to Client and for twelve (12) months thereafter and except through InSearch, Client shall refrain from soliciting, hiring or accepting services or work from any person who is proposed to Client by or who at any time provided services through or on behalf of InSearch, Except where the parties have otherwise agreed in writing or upon the payment of a conversion fee equal one percent (1%) for each \$1,000 of the converted personnel's first year gross compensation, up to a maximum percentage of thirty percent (30%). Our Temp-to-Hire Policy requires an employee to be on our payroll for a minimum number of hours and for Client to pay an agreed upon conversion fee to hire that individual prior to employee completing this hourly obligation, Client agrees to pay a pro-rated fee based on the hours worked.

Client understands that the supervision of our employee for the agreed upon duties is the client's responsibility and that the assigned employee is not under the direction of InSearch Staffing. Client agrees that the client is solely responsible for directing the work assigned to the employee and therefore client is responsible for the quality and timeliness of the work product. Client acknowledges that the employee's work product is not under the direction or supervision of InSearch Staffing. InSearch Staffing employees or consultants will not be rendering an opinion or signature on behalf of InSearch Staffing. Client agrees that our employees shall not be entrusted with unattended premises, cash, negotiables or other valuables, nor shall they be authorized to operate heavy machinery or motor vehicles without written permission in each instance. Company shall not be responsible for any loss of any kind relating to cash, negotiables or other valuables. The scope of Client's engagement of employee does not include the operation of any motor vehicles or heavy machinery. Client assumes full responsibility for payment of claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of the operation of any motor vehicle or heavy machinery by employee, and further waives coverage under any of our insurance. In consideration of our providing employees to Client for the benefit of Client's business operations, Client agrees to defend, indemnify and save harmless the Company (together with its employees, agents, directors, officers, parent and any affiliated companies) from any claims of whatever kind or character (including claims for negligence), damages, demands, liabilities, costs, expenses, fines and penalties, including attorney fees, incurred as a result or arising out of (i) alleged violation by Client of federal, state, or local law, regulations or ordinances, including but not limited to those related to workplace health and safety at any location where our employee performs services for Client; (ii) the breach or violation by Client of any agreement, duty or obligation under this agreement without regard to the negligence or alleged negligence in whole or in part of the Company or its employees. Should it be necessary for us to employ an attorney to remedy a breach of this agreement or to collect any amount due, Client agrees to pay our reasonable attorney's fees, costs and expenses. A copy or electronic reproduction of this timesheet and any signature affixed shall be considered for all purposes as originals.