



## Weekly Time Sheet

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
___ _ _							
TIME IN							
TIME OUT							
LESS LUNCH							
TOTAL HOURS							

Please round hours to the nearest 1/4 hour

Total Hours:

Email timesheet to [jobs@insearchstaffing.com](mailto:jobs@insearchstaffing.com) by noon on Monday.

CONTRACTOR INFORMATION

Client Company: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Employee Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

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.

Company Name: \_\_\_\_\_ Client Signature: \_\_\_\_\_

**Terms and Conditions**

All terms, provisions and agreements set forth in the Contractor Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. To the extent that the terms set forth in Contractor Agreement are inconsistent with these Terms and Conditions, the terms set forth in the Contractor Agreement apply.

InSearch will invoice your firm ("Client") as agreed for the services of the Assigned Employee. Overtime will be billed one-and-one half times the straight billing rate. The Assigned Employee will present a timesheet to Client representative for verification and signature at the end of each week. The Client's signature certifies that the hours worked are accurate and the work was completed in a satisfactory manner. InSearch's compensation to the Assigned is on a weekly basis, and the Client 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 InSearch's invoice, after which time a default charge will be imposed at one and one-third percent (1.33%) per month on unpaid balances (annual percentage rate of sixteen (16%)) 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. Client shall remain responsible for the payment of all applicable federal or state sales or use taxes, or related levies, attributable to the services rendered hereunder.

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 to 30% of the converted personnel's first year base salary, plus guaranteed bonus or guaranteed increase in salary. Our Contract-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. If prorated fee is not received by due date, InSearch reserves the right to amend the conversion fee to the full standard fee of 35% of the candidate's first year base salary, plus guaranteed bonus or commission.

Client agrees that Assigned 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 advance written permission of InSearch. InSearch shall not be responsible for any loss of any kind relating to cash, negotiables or other valuables of Client. The scope of the Assigned Employees' work for Client does not include the operation of any motor vehicles or heavy machinery. Client shall not request or allow Assigned Employees to render any opinion, sign or certify any paper, statement or return, pertaining to underwriting, tax, SEC or other related matters. Client waives (on behalf of itself and its insurance companies to the extent such losses may be covered by insurance) any right of recovery against InSearch for any losses, costs, expenses or damages incurred by Client arising out of its failure to comply with the foregoing and, further, will indemnify, defend and hold harmless Company for any claims arising out of the foregoing. In consideration of InSearch providing assigned employees to Client for the benefit of Client's business operations, Client agrees to defend, indemnify and save harmless InSearch (together with its employees, agents, directors, officers, parent and any affiliated companies) from any claims of whatever kind of character, (including claims for negligence), attorney fees, damages, demands, liabilities, costs, expenses, fines and penalties, including 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 an assigned employee performs services for Client; or (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 InSearch or its employees. Should it be necessary for InSearch to employ an attorney to remedy a breach of this agreement or to collect any amount due, Client agrees to pay out reasonable attorney's fees, costs and expenses.