



EMPLOYEE TIME RECORD

EMPLOYEE NAME - PRINTED (LAST, FIRST)

WEEK ENDING (SUN.) LAST 4 OF SS#
_____/_____/_____ XX-XXX-_____

COMPANY ASSIGNED TO:

DAY DATE	TIME START	LUNCH OUT	LUNCH IN	TIME FINISH	TOTAL REG. HRS.	TOTAL O.T. HRS
Mon. ____-/____-						
Tue. ____-/____-						
Wed. ____-/____-						
Thu. ____-/____-						
Fri. ____-/____-						
Sat. ____-/____-						
Sun. ____-/____-						
TOTAL HOURS						

SIGNATURE CERTIFIES THAT THE HOURS INDICATED ARE CORRECT. SERVICES WERE PERFORMED SATISFACTORILY. TPM'S INVOICE WILL BE PAID ACCORDING TO THE TERMS AND ALL CONDITIONS ON THE REVERSE SIDE ARE ACCEPTED.

X _____
EMPLOYEE SIGNATURE

X _____
AUTHORIZED SIGNATURE AND TITLE

Authorized Printed Name _____

JOB CONTINUING (UNTIL _____) JOB FINISHED

EMPLOYEE INSTRUCTION

1. TIME CARD MUST BE LEGIBLE.
2. HAVE CLIENT APPROVE HOURS. SIGN AND KEEP YELLOW COPY.
3. DROP OFF, FAX (303) 663-5600, OR EMAIL PAYROLL@TPMSTAFFING.COM
4. KEEP A COPY FOR YOUR RECORDS.
5. CALL TPM WHEN YOUR ASSIGNMENT IF FINISHED.
- 6. DO AN EXCELLENT JOB!**

***** TIMECARDS MUST BE RECEIVED BY *****
5:00 PM - MONDAYS

CLIENT AGREEMENT

Client agrees that no insurance is afforded by TPM STAFFING SERVICES LLC, TOTAL PERSONNEL MANAGEMENT, or any of its subsidiaries, herein referred to as TPM STAFFING SERVICES LLC, for physical loss or damage to Client's machinery, equipment, software, material or any motorized vehicle (whether licensed or not) in the care, custody or control of TPM STAFFING SERVICES LLC, its agents or employees and that TPM STAFFING SERVICES LLC shall not be liable for physical loss or damage to said property caused by TPM STAFFING SERVICES LLC, its agents or employees. Also Client, accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage as a result of TPM STAFFING SERVICES LLC employee driving such vehicles.

Client will not entrust TPM STAFFING SERVICES LLC's employees with the care of unattended premises, custody or control of cash, negotiables, valuables, or other similar property, or authorize TPM STAFFING SERVICES LLC's employees to operate machinery, equipment or motor vehicles without permission from TPM STAFFING SERVICES LLC in each occasion.

Client accepts TPM STAFFING SERVICES LLC's credit terms and agrees to pay all invoices upon receipt. If Client account becomes delinquent, Client will pay interest at the rate of 18 percent per annum on the unpaid principal for each month the account remains delinquent. In the event litigation is necessary to collect such account, the court may award the costs of the litigation and reasonable attorney's fees to the judgment.

In the event Client hires the employee named in the reverse side of this timecard within six months from the date on the time sheet, Client will pay TPM STAFFING SERVICES LLC's employment conversion fee of \$1,500 or 10% of the employee's annual salary, whichever is greater.

THERE IS A 4-HOUR MINIMUM FOR ALL JOBS