



25 E. Washington, Ste. 1300
 Chicago, IL 60602
 (312) 899-8030 • Fax (312) 899-8036

EMPLOYEE NAME _____

COMPANY NAME _____

ADDRESS _____

SUPERVISOR NAME _____ **DEPT.** _____

EMPLOYEE: Execution of this time sheet is your responsibility. You cannot be paid unless the time sheet is signed by you and the client company.

I HEREBY CERTIFY THAT THIS TIME SHEET IS TRUE AND CORRECT AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.

Every temporary employee is required to contact Watson Dwyer Temporaries on a weekly basis when their assignment with a customer ends. If the employee fails to make such contact, the employee may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I agree not to ask for or accept employment from any client that I am assigned to by you without prior notification to Watson Dwyer Temporaries.

EMPLOYEE SIGNATURE X _____

MAIL YOUR CHECK? YES NO

USE NEAREST QUARTER HOUR

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	DAILY HOURS
	MON.				
	TUES.				
	WED.				
	THURS.				
	FRI.				
	SAT.				
	SUN.				
ASSIGNMENT CONTINUING			TOTAL WEEKLY HOURS		
<input type="checkbox"/> Yes <input type="checkbox"/> No			STRAIGHT TIME	OVERTIME	

CLIENT COMPANY - 4 HR. DAY MINIMUM. DO NOT ADVANCE MONEY.

The temporary whose name is on this time card is an employee of Watson Dwyer Temporaries. We agree that Watson Dwyer Temporaries has incurred expenses in acquiring and maintaining its staff of temporary employees. If we should hire this employee, and transfer a temporary to our payroll within one year of last day worked, a financial settlement or term agreement is required. Please contact a staff member for a fee schedule.

Execution of this time sheet certifies that the total number of hours indicated is correct.

CLIENT COMPANY AUTHORIZED SIGNATURE X _____

PRINT NAME & TITLE _____

CLIENT AGREEMENT

In consideration of services performed, Watson Dwyer Temporaries and Client agree to the following.

Client shall not permit any temporary to operate any machinery or to perform any work activities other than those specifically set forth in Watson Dwyer Temporaries Employee Request Form. Client acknowledges and agrees that no insurance is provided by Watson Dwyer Temporaries covering the client concerning physical loss or damage to client's machinery, equipment, merchandise, or materials that are in the care, custody, or control of Watson Dwyer Temporaries, its agents or employees and that Watson Dwyer Temporaries shall not be liable for any such losses or damages.

Client shall comply with EEQ, OSHA, EPA, ADA and all other applicable laws and regulations.

Client shall not advance cash or valuables to any Watson Dwyer Temporaries employee and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to Watson Dwyer Temporaries. Client agrees not to permit any Watson Dwyer Temporaries employee to handle cash, negotiables, or other valuables or to be assigned responsibility for any otherwise unattended premises. Client shall not permit any Watson Dwyer Temporaries employee to participate in any activity involving hazardous or toxic substances, pollutants, asbestos, or nuclear fuel. Watson Dwyer Temporaries shall not have any liability to any claims of temporaries' dishonesty or misconduct which are not reported directly to the office by the Client within (10) days of the discovery of the occurrence. Client agrees to cooperate fully in any investigation and prosecution relating to such claims.

Client shall pay all reasonable attorneys' fees and other costs incurred to Watson Dwyer Temporaries enforcing this agreement.

No oral statement shall modify or affect the foregoing terms and conditions.