

COMPANY NAME	
ADDRESS	CITY/STATE/ZIP
CLIENT SIGNATURE X	IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
PRINT NAME AND TITLE	
IMPORTANT FOR CLIENT: Your signature certifies that the hours shown are correct (Hours in excess of 40 in one week are billed at overtime rates), work was done satisfactorily, and that you agree to the terms and conditions on the back of this form.	

EMPLOYEE SOCIAL SECURITY NUMBER:	X	X	X	X	X				
EMPLOYEE NAME									
EMPLOYEE SIGNATURE X									
EMPLOYEE MUST FILL IN: <input type="checkbox"/> MAIL MY CHECK <input type="checkbox"/> HOLD MY CHECK									
IMPORTANT FOR EMPLOYEE: I certify that the hours shown herein represent the total hours worked this week by me and were properly verified by the client. I certify that I have sustained no injury on the assignment.									

Day	Date	Time Start	Lunch Start	Lunch End	Time Finished	Total Hours
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL WEEKLY HOURS						
REGULAR HOURS			OVERTIME HOURS			

IMPORTANT INSTRUCTIONS

- When your work week is completed, please have this time sheet signed by an authorized representative of the client company. You must also sign above.
- You must mail or deliver the original signed copy to our office, address is listed below. Give a copy to your assignment supervisor and retain one copy for your records.
- In addition to mailing the original copy, you may also fax a copy to the fax number listed below. You may also email a copy to timesheets@krgstaffing.com. If you choose to fax or email, we recommend you call us to confirm receipt.
- Time sheets MUST be in our office by 10 AM Monday in order to be paid on the Friday following your work week. Thank you!**



Key Resource Group

135 Delaware Avenue, Suite 407
Buffalo, NY 14202
Phone 716/631-3951
Fax 716/259-8304
timesheets@krgstaffing.com

TERMS AND CONDITIONS

Thank you for choosing **Key Resource Group LLC**. As we verbally agreed, we will invoice your firm for the services of our employee, whose name appears on the front of this copy. Legally required overtime will be billed at the same multiple as is required to be paid to the employee (e.g., one and one-half the billing rate for overtime that must be paid at time and a half).

Our employee is assigned to you under the following **Terms & Conditions**.

- The person assigned is an employee of **Key Resource Group LLC** and shall not be deemed to be your employee. We warrant our employee is covered by workers' compensation insurance and that we assume full responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges.
- We guarantee your satisfaction with our employee's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the employee assigned to you; we will not charge for the first 8 hours worked. Unless you contact us before the end of the first eight hours, you agree that our employee assigned is satisfactory and further agree to these **Terms & Conditions**.
- Our employee will present a time sheet to you or your representative for verification and signature at the end of each week. Your signature thereon indicates your agreement with all the **Terms & Conditions**. We pay our employee weekly and bill you weekly for the total hours worked. Because our invoices reflect payroll we have already paid, our invoices are due 10 days from invoice date.
- After you evaluated the performance of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professionals and in the event you wish them converted to your employ, you agree to pay a conversion fee. Our conversion fee is one percent (1%) for each thousand dollars of the annual base salary (e.g. 20% for a \$20,000 salary), multiplied by the annual base salary, to a maximum of thirty percent (30%). The same calculation will be used if you convert our employee on a part-time basis using the full-time equivalent salary, with a \$2,000 minimum fee.
- The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within six months after the last day of this assignment. You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or affiliate or other business as a result of your referral of our employee to that company.
- Supervision of our employee's work on your premises (or wherever you assign the employee) is your responsibility.
- It is understood that you will not authorize a **Key Resource Group LLC** employee to operate machinery (other than office machines) or automotive equipment. The insurance furnished by **Key Resource Group LLC** does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment. It is agreed the client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident while a **Key Resource Group LLC** employee is driving the client's vehicle, whether owned or rented.
- A **Key Resource Group LLC** employee may not handle cash, negotiables or other valuables without our written consent and then only under your direct supervision. A **Key Resource Group LLC** employee may not, under any circumstances, transport or convey monies, securities or any negotiable instruments (including, but not limited to, delivering bank deposits to a bank or other institution). It is understood that under no circumstances will we be responsible for claims for work performed unless such claims are reported in writing to us within ninety (90) days after termination of the temporary assignment.
- In the event that you fail to pay our invoice when due, you agree to pay all our costs of collection, including reasonable attorneys' fees, whether or not suit is initiated.