



"The Staffing Specialists"

Corporate Office:
805 Forest Ridge, Suite 100
Bedford, TX 76022
Phone: 817.268.5600
Fax: 817.268.5603

CLIENT AGREEMENT - TERMS AND CONDITIONS

Client does hereby agree, acknowledge and/or certify as follows:
(1) Contract Consultants, Inc. ("Consultants") has incurred a substantial amount of time and expenses recruiting, interviewing and screening as well as administrative/marketing costs in connection with the placement of the temporary employee named on the reverse side of this document. Client does hereby agree to pay to Consultants the hourly rate and/or weekly rate specified by Consultants to Client prior to the placement of Consultant's employees with Client. Such rates are subject to change upon thirty (30) day notice by Consultants to Client. The applicable fee will be billed to Client;

(2) In the event Client desires to hire the employee on a permanent basis it shall notify Consultants of that intent, and Client agrees to pay to Consultants the applicable fee for direct employment to be billed by Consultants to Client;

(3) The job rate specifications of Consultants shall be a part of this Contract and are incorporated herein by reference;

(4) Client does hereby certify that the hours reported on the timesheet are correct and that the work performed was satisfactory;

(5) Client agrees that Consultants reserve the exclusive right to set wages and/or fringe benefits (if any) for its employees and Consultants assume full responsibility for the payment of compensation, withholding and payment of all required payroll taxes, and compliance with applicable Worker's Compensation Laws, except where such obligations are specifically imposed by law or this Agreement on Client;

(6) Client agrees to comply with all applicable ordinances relating to the work site, health and safety regulations with respect to the workplace owned, leased, or supervised by Client, and to which Consultants employees are assigned. Client does hereby further expressly agree to provide employees of Consultants a safe and healthful workplace, to provide notices and training as may be required by OSHA Hazardous Communication Standard or similar State or Federal law, and to provide all necessary safety equipment, protective clothing, and other health and safety devices as are necessary or required by law and/or used by Client's employees in the performance of similar work. Client further agrees to be responsible for all penalties arising out of violation of the Occupational Safety and Health Act of 1970 as amended, and any other State and/or Federal law which may be applicable to the employee or the workplace;

(7) Client further agrees to comply with all applicable State and/or Federal civil rights laws, and employment related laws as they pertain to Consultants employees, or to Client's other employees. Client agrees not utilize Consultants employees in any activity in violation of the law;

(8) Client further agrees to comply with all rules and regulations as may be promulgated, from time to time, by Consultants;

(9) Client further agrees to provide such information regarding the services performed by Consultants employees as Consultants may request during or following such employment;

(10) Client shall defend, indemnify and hold harmless Consultants, its officers, employees, agents and representatives from any and all claims, demands and liabilities assumed by Client or disclaimed by Consultants above or which may be asserted against any of them arising from Clients actions or its failure to act;

(11) Client further acknowledges that Client was informed, prior to employees placement, as follows:

(a) Consultants employees will not be entrusted by Client with cash or other items of value at any time. If so entrusted, Client assumes full responsibilities thereto. Consultants shall not be liable for any unlawful actions, injuries or harm caused to or by its employees. Client shall not authorize or direct such employees to operate machinery or motor vehicles without prior written permission of Consultants;

(b) Consultants insurance does not cover loss or damage caused by Consultants employees operating Clients owned or leased motor vehicles nor the defense thereof;

(c) Consultants is not responsible for any claims made unless such claims are reported to Consultants in writing by Client within seven (7) days after the discovery of the occurrence.

(12) Client acknowledges that all bills will be paid within thirty (30) days, and if not paid within thirty (30) days from date of invoice that all past due amount shall bear interest at the highest rate permitted by law.

CLIENT COMPANY NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE

1. Type or use ballpoint pen Press hard - you are making 2 copies.
2. Use a separate time record for each week, each client, each pay rate
3. Must be approved by authorized representative of client company.

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	
SOCIAL SECURITY NUMBER	
POSITION	

WEEK ENDING - (FRI)					TOTAL HRS. WORKED	
DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH (MINUTES)	HOURS	MIN.
	SAT					
	SUN					
	MON					
	TUES					
	WED					
	THURS					
	FRI					
HOURS TO BE ROUNDED TO NEAREST 1/4 HOUR						

IMPORTANT FOR CLIENT: (1) All time over 40 hours a week will be charged at overtime rates. (2) Consultants will bill a minimum of four (4) hours per assignment (3) By execution of this Timesheet, client certifies that hours shown are correct, work was performed satisfactorily, and that client agrees to the terms and conditions on the reverse side of this form Please draw a line through unused spaces above

AUTHORIZED SIGNATURE	
PLEASE PRINT NAME	

CLIENT UNDERSTANDS AND AGREES THAT ANY PHOTOCOPY OR FACSIMILE TRANSMISSION OF THIS TIMECARD ALSO INCORPORATES THE TERMS AND CONDITIONS CONTAINED ON THE ORIGINAL TIMECARD AND AGREES TO BE BOUND BY ITS CONTENTS.

White Copy - Client

Yellow Copy - Employee