JASON BEST STAFFING

TIME CARD
MAIL BY FRIDAY

	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	Regular HOURS	Overtime HOURS	Double-time HOURS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
				TOTAL			

(Use nearest quarter hour)

Assignment completed YES ☐ NO ☐

EMPLOYEE NAME _____ EMPLOYEE # _____
(please print)

ADDRESS _____
(please print)

ZIP _____

EMPLOYEE SIGNATURE

YOUR CURRENT WORK ORDER NO ☐☐☐☐☐

WEEK ENDING SUNDAY Month ☐ Day ☐ Year ☐

YOUR SOCIAL SECURITY NUMBER ☐☐☐ ☐☐ ☐☐☐☐

COMPANY NAME (Please print)

ADDRESS

CITY STATE ZIP

SUPERVISOR SIGNATURE (Invalid Unless Signed)

I certify that the hours including overtime are correct. Client approval constitutes acceptance of our schedule of fees and client company agreement. (see reverse side and/or below)

To insure your check is processed on time, mail your time card each Friday night to:

Jason Best Staffing
15303 Ventura Boulevard, 9th Floor
Sherman Oaks, California 91403
Phone: (818) 574-0851 Fax: (818) 574-0857

After timecard is complete and signed, make 2 photocopies.
original - to Jason Best; **copy 1** - to client; **copy 2** - to employee

Do not write outside this line

CLIENT COMPANY AGREEMENT

It is understood that the individual signing this time card is an authorized representative of the client company named herein. Said individual hereby certifies that the hours indicated on the reverse side reflect actual hours worked by the JASON BEST STAFFING employee, and that the work was performed in a satisfactory manner.

Client company understands that no insurance is afforded by JASON BEST STAFFING for physical loss or damage to its owned or leased equipment, machinery, material or any motor vehicle (whether licensed for public driving or not) in the care, custody or control of JASON BEST employees. JASON BEST shall not be liable for said physical loss or damage, and client company accepts full responsibility for claims, including the defense thereof, involving personal injury, property damage, fire, theft, collision, cargo damage or public liability incurred as a result of the acts or omissions of a JASON BEST employee in connection with the use of said items.

Client company will not entrust JASON BEST STAFFING employees with the care, custody, or control of cash, negotiables, valuables or other personal property, or authorize its employees to lift any item in excess of 25 pounds, or operate equipment, machinery or motor vehicles, without prior written permission from JASON BEST for each occasion said use will occur.

Client company understands that JASON BEST STAFFING renders a service made possible only by a substantial investment in advertising, testing and training a large temporary employee staff. Therefore, in consideration of this service, client company agrees that use of JASON BEST employees on a temporary or permanent basis within six months from the date of this time card will be solely through JASON BEST.

If client company desires to hire a temporary employee, it is agreed that JASON BEST STAFFING will be notified in writing, and that the individual will remain a JASON BEST employee for 693 hours (4 months full-time). If this does not occur, a placement fee will be due for the hire, pursuant to the current fee schedule of JASON BEST STAFFING then in effect. Liability for the placement fee is hereby assumed by client company through its hiring of said employee with less that agreed time worked terms met, regardless of whether it is in actual possession of the fee schedule or has actual knowledge of its terms.

Client company shall defend, indemnify and hold JASON BEST STAFFING harmless from any fines, penalties and assessments, including attorney's fees, and costs, incurred by JASON BEST as a result of any alleged violations of any laws, regulations or ordinances relating to health and safety with respect to premises owned or controlled by client company and to which JASON BEST employees are assigned.

Client company agrees that in the event litigation arises surrounding the terms of this Agreement, the prevailing party shall be entitled to costs, reasonable attorney's fees, and other necessary and proper expenditures in addition to whatever other relief may be awarded.