



XXX-XX-_____
Social Security Number
(last four digits only)

San Diego Fax: (619) 325-1309 • Oregon Fax: (503) 224-1749
Arizona Fax: (480) 907-1181

(Please Print) First Name Middle Initial Last Name

WEEK ENDING DATE (Sunday): Round Daily Total to nearest quarter hour (1/4, 1/2, 3/4)

DATE	TIME IN	TIME OUT	LUNCH	DAILY TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Hours worked in excess of 40 hours per week will be billed at time and one half in accordance with state law

Total Hours Worked

CLIENT COMPANY

Company Name

I certify that the Hire-Factor Staffing Group Inc. employee has worked the hours listed on this timecard and agree to the terms and conditions listed on the reverse side. I authorize **Hire Factor Inc.** to pay the employee and bill the company for the number of hours indicated.

Authorized Client Signature _____ Date _____

TO OUR EMPLOYEE

- Use a separate timecard for each week and each client.
- Be certain the customer has signed the timecard.
- You can drop off, mail, or fax your time card to our office by Monday at 12:00pm.
- If it arrives after Monday at 12:00pm, the paycheck may be delayed until the following payday.
- Fax machine. Fax only one time to (619) 325-1309 (for San Diego, CA), (503) 224-1749 (for Portland, OR) or (480) 907-1181 (for Phoenix/Scottsdale, AZ).
- Paychecks will be mailed every Thursday following the week worked.
- Please contact **Hire Factor Inc.** upon the completion of each assignment. If you fail to do so, **Hire Factor Inc.** will assume you are unavailable for work.
- By signing below, you certify that you have worked the hours listed on this timecard.

Employee Signature _____

Hire Factor Inc. Copy--White Client Copy--Yellow Employee Copy--Pink

Employer: The person assigned (hereafter, referred to as Temporary Employee) is an employee of Hire Factor Inc. (hereafter, referred to as HF) and shall not be deemed to be Client's employee. HF has the sole right to establish the wages and fringe benefits, if any, of its Temporary Employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes, and the maintenance of workers' compensation insurance as required by state law.

Invoicing: Our Assignment Employee will present a time sheet to you or your representative for verification and approval at the end of each week. Our compensation to our Assignment Employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because HF's invoices reflect payroll we have already paid, our invoices are due upon receipt and late charges will accrue on unpaid balances after 30 days from the invoice date at the rate of 1 1/2% per month (Annual Percentage Rate of 18%) or the maximum legal interest rate, whichever is higher. It is agreed that a four-hour daily minimum will be billed regardless of hours worked unless otherwise agreed. As our Client, you specifically agree to pay the late charge and any expenses resulting from the collection process if it becomes necessary to engage an attorney or a collection agency to enforce payment.

Conversion Fee: After you evaluate the performance and potential of our Assignment Employee on the job, you may wish to employ the person directly. HF has incurred substantial recruitment, screening, training, administrative and marketing expenses with respect to our Assignment Employees, and that the identity, telephone number, address, skills, qualifications, preferences and work history of the Assignment Employees constitute trade secrets of HF. If you directly or indirectly employ, offer to hire, hire or engage as an independent contractor any Assignment Employee(s), the Conversion Fee will be calculated based on a percentage of our Standard Career Placement Fee. The percentage will be determined based on the total number of hours worked divided by 520 hours. If the Assignment Employee has worked over 520 hours, you can hire the employee with no additional fee. Our Standard Career Placement Fee is one percent (1%) for each thousand dollars of the annual salary (e.g. 20% for a \$20,000 salary) multiplied by the annual salary, to a maximum of thirty percent (30%). Notwithstanding the above, in the case that any Assignment Employee is transferred to the payroll of another employment agency or service and the employee(s) then work(s) at Client's company within 120 days of the end of the HF assignment, a Conversion Fee equal to our Standard Career Placement Fee will be due by Client for each employee, regardless of the number of hours Assignment Employee(s) have worked at Client.

Insurance: HF's insurance may not cover claims due to (a) damage to, loss of, or loss of use of, your owned, non-owned or leased vehicles (including contents and cargo), machinery, equipment or material while used by or in the care, custody or control of the Assignment Employee; (b) the loss and/or theft of any other property, including but not limited to, cash, checks, and negotiable instruments; (c) loss due to computer and accounting related assignment employees rendering final opinions or signing off on any job or project; (d) loss that could have been prevented by increased supervision by Client; and that HF specifically disclaims any and all liability and/or responsibility for any such damage, loss or theft.

Screening: HF does general background screening on its Assignment Employees; Clients who want specific screening such as drug or alcohol testing, criminal background checks, extensive reference checking or specific education verification must identify those in advance in writing. HF will not be responsible for any losses or damage that could have been avoided by such specific screening devices when they have not been requested by the Client.

Work Environment/Safety: HF wants our Assignment Employees working in safe and suitable work environments. As our Client who supervises the daily activities and controls the work site, you shall be solely responsible for complying with all applicable federal and state occupational safety and health laws and regulations, including training, supplying protective equipment and providing information, warnings and safety instructions.

Equal Opportunity Employer: HF is an Equal Employment Opportunity employer. As our Client, you must agree that you will not harass, discriminate against or retaliate against any HF's Assignment Employee because of his or her race, national origin, age, sex, disability, sexual orientation, marital status or other category protected by law, nor shall you cause or request HF to engage in such discrimination.

Indemnification/Attorney's Fees: Client agrees to indemnify, defend and hold harmless HF, its officers and employees, from and against any and all claims for bodily injury (including death), losses, judgments, liabilities or claims for attorney's fees arising out of or resulting from: (a) the Assignment Employee's use or operation of Client's owned, non-owned or leased vehicles, machinery or equipment; (b) any claims, damages, or penalties incurred by the Client or any third party as a result of products assembled or services provided by the Assignment Employee, (c) any claims asserted by HF's Assignment Employees against HF as a result of the conditions of employment at Client's operations or premises including but not limited to statutory or common law claims, safety and/or OSHA claims or claims of discrimination or job related harassment; and (d) any negligence, wrongful acts or breaches of this Agreement by Client or by any other person. Client agrees to reimburse HF for all expenses including but not limited to collection agency fees and reasonable attorney's fees it may incur to enforce any provision of the Agreement, and waives the right to a jury trial in any proceeding between the Client and HF.