

WILLSTAFFER NAME: \_\_\_\_\_

CLIENT COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

**WillStaffer Social Security Number**

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WillStaffer Signature: \_\_\_\_\_

In order for the WillStaff employee (WillStaffer) to be paid for the total weekly hours shown, this time sheet must be completed and signed both by the WillStaff employee and by an authorized representative of the company who can verify the days and hours worked.



**Time Sheet**

INSTRUCTIONS: This timesheet must be completed, signed by the WillStaffer and an authorized representative of the client, and presented to WillStaff Worldwide by 10:00 a.m. on Monday in order for the WillStaffer to be paid by the following Friday.

**EMPLOYEE STATEMENT**  
I hereby certify that I have sustained no injury on this assignment, and the time I have recorded is the accurate and actual time I worked for this client. I agree to contact WillStaff Worldwide immediately at the end of this assignment and inform them of my availability to work other assignments. I understand that my failure to contact WillStaff Worldwide immediately at the end of my assignment may be considered by them to be voluntary employment termination and unemployment benefits may be denied. Furthermore, I agree to not accept employment with the client, or another service of the client, for a period of 180 days following this assignment without WillStaff Worldwide's written consent.

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**ROUND HOURS TO THE NEAREST QUARTER HOUR (15 MINUTES)**

DAY	DATE	TIME IN	LUNCH TIME OUT	LUNCH TIME IN	TIME OUT	TOTAL HOURS
SAT						
SUN						
MON						
TUES						
WED						
THUR						
FRI						
ASSIGNMENT CONTINUING?		TOTAL WEEKLY HOURS				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	REGULAR HOURS		OVERTIME HOURS		

**CLIENT STATEMENT:** I hereby certify that the hours indicated above are accurate and that WillStaff Worldwide's employee is entitled to be paid accordingly. I acknowledge and agree that these services were performed in accordance with the Terms and Conditions set forth on the reverse side of this time sheet.

Client Company Verification of Hours Worked:

PRINT BELOW IN WORDS THE TOTAL HOURS WORKED  
(NOTE: 4 HOUR MINIMUM)

CLIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME & TITLE \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

**In consideration of services performed, WillStaff, Inc. (WillStaff Worldwide), and Client agree to the following:**

- Client shall pay all invoices upon receipt of the "WillStaff Worldwide" office coordinating said services. Client shall not advance cash or valuables to a WillStaff temporary employee (sometimes hereinafter referred to as "WillStaffer") and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to WillStaff Worldwide.
- Client shall comply with all laws, rules and regulations of duly constituted government bodies concerning "WillStaff Worldwide" and its employees and agrees to indemnify and hold "WillStaff Worldwide" (including WillStaff Crystal, Inc and the office providing service) harmless from any and all damages, claims suits demands, or other causes of action which may arise or be asserted against WillStaff Worldwide.
- Client shall not permit or cause the WillStaffer to perform any work activities other than those specifically set forth in the "WillStaff Worldwide" Order Form. Regardless of the work activities in the "WillStaff Worldwide" Order Form, Client shall not permit or cause the WillStaffer to operate any motor vehicle or machinery without first executing a Vehicle or Machinery Release Agreement.
- Client acknowledges that no insurance is provided by "WillStaff Worldwide" covering physical loss or damage to Client's vehicles, machinery, equipment, merchandise, or materials that are in the care, custody or control of a "WillStaffer".
- In the event of an injury to the WillStaffer while on assignment to Client where Client assumes responsibility for Workers' Compensation insurance coverage, Client shall indemnify "WillStaff Worldwide" from any liability to the WillStaffer arising out of the negligence of Client.
- Client shall not permit or cause the WillStaffer to handle cash, negotiables, or other valuables of any kind without written permission of "WillStaff Worldwide". If permission is given, the employee cannot be left unattended. Client accepts full responsibility if the employee is left unattended.
- "WillStaff Worldwide" shall process claims arising from the dishonesty or misconduct of the employee only of such claims are reported directly to "WillStaff Worldwide" by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
- "WillStaff Worldwide" guarantees Client satisfaction with the employee services by extending to Client a one-day (8-hour) guarantee period. If Client does not notify "WillStaff Worldwide" of dissatisfaction before the end of the first 8-hour day and permit "WillStaff Worldwide" to replace the employee assigned (hereinafter sometimes referred to as the "assigned person"), Client agrees that the employee assigned is satisfactory.
- The assigned person is a "WillStaff Worldwide" employee that "WillStaff Worldwide" expends considerable effort and incurs sustainable expense to recruit, screen, test and train, to service its clients. The assigned person is contractually obligated to "WillStaff Worldwide", and Client agrees to contact "WillStaff Worldwide" immediately if Client desires to employ the assigned person or Client seeks to utilize the assigned person for any position through another personnel service agency. "WillStaff Worldwide" will discuss with Client its conversion fee; however, Client may not directly or indirectly, utilize or hire the assigned person (including participation in placing the assigned person on its payroll or a third party's payroll) for any position for a period of 180 days after this assignment ends without written consent of "WillStaff Worldwide", and Client may not directly or indirectly utilize the services of the assigned person in any position through another personnel agency for a period of 180 days after this assignment ends. Furthermore, Client hereby agrees that if Client breaches the above terms, Client agrees to pay "WillStaff Worldwide" a settlement fee (liquidated damages) equal to the greater of \$1,000 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 30% of annual compensation.
- Client agrees to pay all reasonable attorneys' fees and other costs incurred by WillStaff, Inc. (WillStaff Worldwide) in enforcing this agreement.
- No oral statement shall modify or affect the foregoing terms and conditions.