

YOURNAME (Please print)							
LAST 4 DIGITS OF YOUR SOCIAL SECURITY NO.					MONTH /	DAY /	YEAR

WEEK ENDING SUNDAY

ALL INFORMATION MUST BE COMPLETED TO AVOID PAYCHECK DELAY

	DATE		DATE		DATE		DATE		DATE		DATE		DATE	
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
DAILY STRAIGHT TIME TOTAL →														
DAILY OVERTIME TOTAL →														

TIME CARD CUT OFF: TUESDAY 10:00 A.M. NO EXCEPTIONS PICTURES OF TIMECARDS NOT ACCEPTED	WEEKLY TOTALS →	STRAIGHT TIME TOTAL hrs min	OVERTIME TOTAL hrs min
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Employee Agreement: I certify by my signature that the hours shown are correct. I also certify that I was given one 10-minute paid break for every four hours worked. I understand that my paycheck will be delayed if this timecard is incomplete. I will call AnDek Staffing at the end of my assignment to advise them of my availability for future assignments. I certify that I was NOT injured at work during my employment.

Employee Signature: _____

Customer Agreement: I certify by my signature that the AnDek employee named on this card worked the hours indicated with services performed satisfactorily. I understand that if our company wishes to hire this person, we will respect AnDek's employer-employee relationship and have read, understand and agree to the terms and conditions stated below.

Company: _____ **Customer Signature:** _____ **Date:** _____

Customer Agreement: Customer supervises the work of AnDek Staffing Services, Inc (AnDek) employees on customer's premises. Customer hereby agrees to defend, indemnify and hold harmless AnDek from any and all fines, penalties and assessments, including attorney's fees incurred by AnDek as a result of any violations or alleged violations by any Federal, State or local law, regulation or ordinance relating to health and safety with respect to any premises owned or in the care, custody or in control of customer to which AnDek employees are assigned.

Customer understands and agrees that AnDek employees may not operate or drive any motorized vehicle, travel on behalf of the customer, operate any machinery(except office machinery) perform any work on ladders or scaffolding that is over 3 feet high, or work with any hazardous chemicals without written consent of AnDek. Customer represents that their work site complies with OSHA and all other applicable governmental rules and regulations. Customer agrees to train AnDek employee in safety procedures as necessary for the performance of the specific assignment. Customer assures availability and required use of necessary safety equipment by AnDek employees. Customer agrees not to assign AnDek employees to perform any work other than that described at the time Customer placed the job order without prior written approval from AnDek Staffing Services, Inc.

Customer agrees that no insurance is afforded by AnDek for physical loss or damage to Customer's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody or control of AnDek Staffing Services, Inc, its agents, or employees and that AnDek shall not be liable for physical loss or damage to said property caused by AnDek its agents, or employees. Also, Customer accepts full responsibilities for claims involving bodily injury (excluding injury to AnDek employees), property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of a AnDek employee operating or driving any such machinery, equipment, or vehicles.

Customer agrees to immediately notify AnDek management of any claims of discrimination or sexual harassment involving AnDek employees, and agrees to work closely with AnDek to resolve any issues arising from such complaints. Customer certifies that its own employees have been given training regarding prohibition of sexual harassment and discrimination in the workplace.

Customer will not entrust AnDek employees with the care, custody or control of premises, cash, negotiables, valuables or other similar property without prior written permission from AnDek on each occasion. In the event of any theft, error or omission resulting in negligence, Customer agrees to prosecute and file all necessary actions.

Customer understands that the personnel supplied by AnDek results from substantial expense incurred for advertising, screening, testing and training of said personnel. Therefore, in consideration of this service, Customer agrees that if employee is employed by Customer, their associates or affiliates, or by an employee leasing company or other staffing company through whom customer obtains personnel, during an AnDek assignment or within six (6) months after the temporary assignment ends, Customer agrees to pay AnDek Staffing Services, Inc an amount equal to 35 percent of the employee's estimated annual compensation.

AnDek invoices customers weekly on the basis of hours worked, multiplied by the hourly service rate. Customer understands that temporary employees must be paid overtime in accordance with Customers applicable wage order. Therefore, payment of overtime wages will be at Customer's direction, and any claims arising from improper payment of overtime shall be the responsibility of the Customer. Payment is net 5. Should legal recourse be taken by AnDek to enforce this agreement or any part herein, Customer agrees to accept liability for all attorney fees and court costs.