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TIME CARD

CLIENT DATA

COMPANY NAME _____

DEPARTMENT / LOCATION _____

EMPLOYEE NAME (PRINT) _____

SOCIAL SECURITY NUMBER _____

TIME SCHEDULE

| | DATE | START | STOP | LESS LUNCH | REG. HOURS | O/T HOURS |
|-------------------------------------|------|-------|------|------------|------------|-----------|
| MON | | | | | | |
| TUES | | | | | | |
| WED | | | | | | |
| THUR | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |
| SUN | | | | | | |
| SUNDAY WEEK ENDING DATE _____ TOTAL | | | | | | |
| TOTAL HOURS IN WORDS _____ | | | | | | |

MAIL CHECK PICK-UP CHECK MAIL DD/STUB

ASSIGNMENT COMPLETED YES NO DATE _____

CLIENT APPROVAL

We authorize that the hours on this time card are correct and the work performed is satisfactory. We acknowledge we are bound by the Contract and Conditions of Services set forth.

ATTENTION TEMPORARY EMPLOYEES

- (1) You are Permitted to work overtime only if the client requests and approves such work. Approval must be obtained from us by the client before overtime can be authorized.
 - (2) **Absence – Call Us At Once.** We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.
 - (3) **Future Assignment -** Please contact us after each assignment to update us on your availability.
- NOTE:** Recipient status. If you fail to contact us without good cause, unemployment benefits may be denied.

EMPLOYEE'S SIGNATURE _____

CLIENT'S SIGNATURE _____

CLIENT'S NAME (PRINT) _____

CONTRACT AND CONDITIONS OF SERVICE

CLIENT, for itself, affiliates, subsidiaries, parents and their officers and employees, agrees to the following conditions, and consents to be bound by the following:

- (1) CLIENT acknowledges that **SAVELA SOLUTIONS** has incurred substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee"). CLIENT agrees that if CLIENT hires Employee or any candidate referred to CLIENT within 365 days, either directly or through another agency, CLIENT will pay **SAVELA SOLUTIONS'** placement fee. CLIENT agrees that no discounts will be allowed on any conversion charge when the CLIENT's account has not been paid within terms, and that the full standard fee will be due and payable to **SAVELA SOLUTIONS** when offer of employment is made by CLIENT.
- (2) CLIENT's signature certifies that the hours shown are correct and that the work was performed to the CLIENT's satisfaction. CLIENT agrees that the representative who signs this Agreement is authorized to do so, that **SAVELA SOLUTIONS** may rely upon that signature as binding upon CLIENT, and that time sheets submitted by facsimile transmission shall be accepted as valid for billing purposes.
- (3) CLIENT has not and shall not in the future without prior written permission from **SAVELA SOLUTIONS** in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time CLIENT placed the job order.
- (4) **SAVELA SOLUTIONS'** insurance does not cover loss or damage caused by Employee operating CLIENT's owned or leased motor vehicle(s), and CLIENT therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s) or arising out of or involving violation by CLIENT of paragraph 3(i) or 3(ii) above.
- (5) **SAVELA SOLUTIONS** is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to **SAVELA SOLUTIONS** in writing by CLIENT within 30 days after occurrence.
- (6) **SAVELA SOLUTIONS** is not responsible for claims for damage to property within **SAVELA SOLUTIONS'** or Employee's care, custody and control.
- (7) In the event of CLIENT's non-payment of **SAVELA SOLUTIONS'** invoices, CLIENT agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- (8) CLIENT agrees that if a non-exempt Temporary Employee works more than forty (40) hours in any work week for CLIENT, that Temporary Employee is entitled to compensation at the hourly rate of time and one-half for such overtime hours. CLIENT agrees to pay **SAVELA SOLUTIONS** at one and one-half (1½) times the hourly billing rate for all such overtime work.
- (9) CLIENT accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages, and payroll procedures with **SAVELA SOLUTIONS** and not with Employee directly.
- (10) CLIENT shall indemnify and hold **SAVELA SOLUTIONS**, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of CLIENT's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.