



***Weekly Time Record***

*Fax this original timecard to our office @ 224-4544. Timecards are due no later than noon on Monday.*

Week Ending ____/____/____	Date	Time In	Time Out	Less Lunch	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Weekly Total →

**Employee Information**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Client Company: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Client Approval**

After reviewing the hours above for accuracy, please **sign and date** to verify that the hours were worked, and all work was performed in a satisfactory manner. If there are any questions or comments please call your representative at Palmer Group at your convenience.

Client Signature: \_\_\_\_\_ Client Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms & Conditions**

The Palmer Group employee is compensated on a weekly basis; therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown above at the agreed upon rate. Overtime will be billed one-and-one half times the straight billing rate. In the event that we fail to pay the charges of Palmer Group (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charges @ 1.5% per month, collection and/or litigation costs plus reasonable attorney fees.

We (the client) understand that the temporary help supplied by Palmer Group is the result of substantial expense on the part of Palmer Group in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates, either directly or through any other temporary service company (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment or within 12 (twelve) months after the temporary assignment, we hereby agree to pay Palmer Group a settlement fee equivalent to the Palmer Group permanent placement fee of 1% per thousand dollars of annual salary up to a maximum of 30% of annual salary. The minimum settlement fee is at least fifteen hundred dollars (\$1,500.00). Then, if our account is current, the employee will be released with no further fee.

We understand that the supervision of the assigned Palmer Group employee for the agreed upon duties is our (the client) responsibility. We agree not to authorize any Palmer Group employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by Palmer Group. We agree to accept full responsibilities for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a Palmer Group employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We agree not to advance or entrust a Palmer Group employee with cash, negotiable instruments or other valuable property without prior written permission from Palmer Group. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a Palmer Group employee while handling cash, negotiables or other valuables.

Under no circumstances will Palmer Group or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to Palmer Group within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

We further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that Palmer Group employees use any protective equipment necessary to perform assignment safely.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Palmer Group or any other employees and agree to indemnify and hold Palmer Group harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Palmer Group by reason of our (the client) failure to comply with same.