



5150 East Pacific Coast Hwy.
 Park Tower, Suite 640
 Long Beach, CA 90804
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TIME SHEET

EMPLOYEE'S NAME	
CLIENT COMPANY	
MANAGER'S NAME	
WEEK ENDING DATE	

Time sheets are due via fax to MEDsearch each Monday **no later than 12:00 P.M.** Time sheets that are not sent in by Monday at 12 P.M. will processed the following week.

	DATE	ARRIVAL Time In	LUNCH Time Out	LUNCH Time In	END SHIFT Time Out	TOTAL HOURS	Overtime Hours	Internal Use Only
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

Employee Signature		Date	
Manager Name		Date	
Manager Signature		Date	

	Hours	Minutes
Total Regular Hours		
Total OT Hours		
Total Hours		

Internal Use Only

	Hours	Minutes
Total Regular Hours		
Total OT Hours		
Total Hours		

CLIENT INFORMATION

Client named hereby agrees that MEDsearch Financial, Inc. (hereinafter called "Contractor"):

- (1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named. Client agrees that if Client hires Employee within 90 days without agreement from Contractor, Client will pay Contractor's conversion charge.
- (2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner. (*MINIMUM FOUR HOURS UNLESS OTHERWISE AGREED TO BY CLIENT AND CONTRACTOR).
- (3) Client confirms the prior agreement between Contractor and Client with respect to the services performed hereunder and any future services.
- (4) Client has not and shall not in the future without prior written permission from Contractor in each instance: (1) 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.
- (5) Contractor's 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 4(1) or 4(ii) above.
- (6) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.
- (7) Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody and control.
- (8) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses including but not limited to attorney's fees, interest and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Contractor and not with Employee directly.
- (10) Client shall indemnify and hold Contractor, 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.