


- Use separate time sheet for each assignment and for each week's work
- Fax original copy to E-Technical Staffing, Inc. office no later than Monday 11 am
- Leave white copy with Client Company
- Retain yellow copy for your records
- Contact E-Technical Staffing office upon completion of each assignment

						5909 Baker Road, Suite 570 Minnetonka, Minnesota 55345 (952) 345-5160 • Fax (952) 926-2919		• CLIENT PORTION • (MUST COMPLETE IN FULL)	
						COMPANY NAME			
						ADDRESS			
E-TECHNICAL STAFFING, INC. EMPLOYEE MUST COMPLETE IN FULL						SUPERVISOR			
DAY	DATE	REGULAR HOURS	OT HOURS	VAC / HOLIDAY	NO. OF HOURS WORKED	Unless otherwise approved by an E-Technical Staffing, Inc. representative, Client Company agrees to the following: • All hours worked over 40/week will be deemed overtime and billed at time and one half • Minimum assignment length — 4 hours • Acceptance of further terms and conditions as listed on the reverse side of client copy of the agreement • Client Company will be billed for the hours listed on this time sheet. Make no payment directly to E-Technical Staffing, Inc. employee • E-Technical Staffing, Inc. employee cannot be recalled for temporary and/or permanent employment without approval from an E-Technical Staffing, Inc. representative (see reverse side of Client Copy for further explanation)			
MON.	/ /								
TUE.	/ /								
WED.	/ /								
THUR.	/ /								
FRI.	/ /								
SAT.	/ /								
SUN.	/ /								
EMPLOYEE FULL NAME (LAST, FIRST, MIDDLE)					TOTAL REGULAR HOURS	I CERTIFY THAT THE E-TECHNICAL STAFFING, INC. EMPLOYEE NAMED ABOVE HAS WORKED THE HOURS LISTED ON THIS TIME SHEET AND AUTHORIZE E-TECHNICAL STAFFING, INC. TO INVOICE MY FIRM AT THE HOURLY RATE AGREED UPON. I AGREE TO THE TERMS ABOVE AND ON THE REVERSE SIDE OF THE CLIENT COPY. RETAIN YELLOW COPY FOR YOUR RECORDS.			
					OVERTIME				
Total Hours (To nearest 1/4 hour) worked. I certify that I have worked the hours listed. They have been verified by an authorized representative of E-Technical Staffing, Inc. Client Company.						AUTHORIZED SIGNATURE		TITLE	
						() / /			
						TELEPHONE NO.		DATE	
EMPLOYEE SIGNATURE						<input type="checkbox"/> Hold my check <input type="checkbox"/> Mail my check		INVOICE NET DUE WITHIN 7 DAYS OF INVOICE DATE	
WEEK ENDING (Sunday)									

WHITE / CLIENT COPY • YELLOW / CANDIDATE COPY

TERMS AND CONDITIONS

- E-TECHNICAL STAFFING, INC. makes a considerable investment in the selection of each one of our employees in the areas of recruiting, advertising, screening, testing, training, direct staff and general administrative expenses. The employees assigned to you are direct employees of E-Technical Staffing, Inc. In consideration of the services furnished and the resulting expenses incurred, client will not directly or indirectly employ any employee assigned to them for a period of one year from the date of completion of the assignment.
- If the client does directly or indirectly employ an assigned employee, the client agrees to pay E-Technical Staffing, Inc. a liquidation charge equivalent to 25% of the annual compensation of the employee, or the client agrees to permit the employee to remain on E-Technical Staffing, Inc. payroll for a period of 720 consecutive hours. If client directly refers or recommends an assigned employee to a subsidiary or affiliate and the referral or recommendation results in or contributes to the employee's hire, the client agrees to pay the stated liquidation charges.
- Unless assigned specifically for the purpose, the client shall not authorize or cause E-Technical Staffing, Inc. employees to operate machinery, vehicles or other automotive equipment without first obtaining written consent from E-Technical Staffing, Inc. It is acknowledged, understood and agreed that insurance furnished by E-Technical Staffing, Inc. does not cover physical loss or damage caused by the operations of client's equipment or vehicles of E-Technical Staffing, Inc. employees. It is further agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while a E-Technical Staffing, Inc. employee is operating the client's vehicle, whether owned or rented.
- The client shall not entrust E-Technical Staffing, Inc. employees with unattended premises or any part thereof, handling cash, negotiables, jewelry or any other valuables of any kind, without first obtaining written permission from E-Technical Staffing, Inc. and then only when a E-Technical Staffing, Inc. employee's specific duties necessitate such activity.
- Client shall not advance cash or other valuables to E-Technical Staffing, Inc. employees for any reason, and the client specifically waives any and all rights to offset the amount of value of such cash or valuables advanced against any money owed to E-Technical Staffing, Inc.
- The client acknowledges his/her understanding that E-Technical Staffing, Inc. invoices are for payroll and therefore agrees to pay such invoices within 7 days of receipt.