



**EMPLOYEE TIME SHEET**

Fax to 888-839-4229

First 4 Letters of last name/last 4 Digits of SSN

NAME: \_\_\_\_\_

--	--	--	--	--	--	--	--

COMPANY: \_\_\_\_\_

POSITION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Date	Time In	Lunch Out	Lunch In	Time Out	Reg. Hours	OT Hours	Total Hours	
<b>WEEK ENDING:</b> ____ / ____ / ____					<b>Total Hours:</b>			
Employee Signature: _____					Customer / Supervisor Signature: _____			

By signing, employee certifies to Synergy that all information is complete and correct. Any matters regarding worksite issues including harassment & injury have been reported. Supervisor's signature authorizes Synergy to pay its employee and bill Customer for the total hours worked, and acknowledges acceptance of the agreed upon terms. Synergy Solutions reserves the right to correct errors and notify employee for assigned temps of such errors/corrections.

Corrections by Employee		Comments
Supervisor	Signature _____	_____
SMS Auditor	Signature _____	_____

WHITE ---OFFICE COPY • GOLDENROD---EMPLOYEE • PINK---CUSTOMER COPY

**CLIENT AGREEMENT TO TERMS AND CONDITIONS**

The individual signing this time card is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the front side of the timecard are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that the assigned temporary help supplied by Synergy Solutions and/or its affiliates hereinafter referred to as "Synergy Solutions" is the result of substantial expense on the part of Synergy Solutions in terms of providing personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (including but not limited to, as a salaried employee or as an independent contractor and/or through another service) during a temporary assignment or within twelve (12) months after the temporary assignment, we hereby agree to pay Synergy Solutions a conversion fee of 25% of the annual salary. Conversion may take place after 520 hours. Client agrees to pay a conversion-processing fee of \$895.00 in addition to unpaid invoices owed at time of conversion. If payments are up to date, the conversion-processing fee may be reduced or waived at Synergy's discretion.

We (the client) understand that past due accounts are subject to a 5% late fee and 1½ % interest per calendar month (18% annual percentage rate or the highest amount allowed by law) on all accounts 15 days or more past due. Additionally, should account go 30 days past due, we agree to a bill rate increase by \$1 per hour or 5% whichever is greater for all current and future placements for each 30-day period that account remains delinquent. If any of said past due balance remains unpaid after 30 additional days the whole sum of invoice, interest and late fees becomes immediately due and collectable at the request of Synergy Solutions

We understand that the supervision of the assigned Synergy Solutions employee for the agreed upon duties is our (the clients) responsibility.

We (the client) acknowledge and agree that Synergy Solutions does not furnish insurance to cover damage or physical loss caused by the operation of any vehicle operated by Synergy Solutions employees for Client's benefit or at the request of Client. Client agrees to accept full responsibility for any bodily injury, property damage, fire, theft, collision or public liability claim arising from a Synergy Solutions employee being asked by a client, or one of its supervisory employees to operate machinery or equipment, or drive a vehicle, whether owned by employee or owned or rented by Client. Client agrees to indemnify, hold harmless and defend Synergy from all claims.

We agree not to entrust any Synergy Solutions employee with the care, custody or control of premises, cash, negotiable instruments, valuables, or similar property without prior written consent from Synergy Solutions. With or without such prior consent we accept full responsibility for any loss or liability caused by Synergy Solutions employee while handling cash, negotiable instrument, valuables, or similar property.

We further agree to provide any general or specific training necessary to perform the assignment including safety information regarding exposure to hazardous substances, and to ensure that Synergy Solutions employees use any protective equipment necessary to perform the assignment safely.

Synergy Solutions employees are compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon receipt of invoice. We will be billed for the hours shown on the front side of the timecard at the agreed upon rate. Overtime hours will be billed at one and one half times the straight billing rate. In the event that we fail to pay the charges of Synergy Solutions (whether the temporary services or conversation fee) when due, we (the client) shall pay all collection and or litigation costs plus attorney fees.

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