

ASSOCIATE STAFFING & PLACEMENT, INC.

422 SOUTH ALAFAYA TRAIL #30

ORLANDO, FL 32828

TEL: (407) 277-2733 FAX: (407) 277-2760

COMPANY NAME		WEEK ENDING SUNDAY				
ADDRESS		CITY				
EMPLOYEE NAME		<input type="checkbox"/> HOLD MY CHECK <input type="checkbox"/> MAIL MY CHECK <input type="checkbox"/> DIRECT DEPOSIT				
EMPLOYEE SIGNATURE						

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS, CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

DAY	DATE	ROUND HOURS TO NEAREST QUARTER HOUR				
		START TIME	END TIME	LESS LUNCH	REG HRS.	O.T. HRS.
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY

REGULAR	OVERTIME
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CLIENT: PLEASE WRITE TOTAL HOURS IN WORDS TO NEAREST QUARTER HOUR ABOVE.

TOTAL HOURS

PLEASE PRINT NAME (CLIENT) **TITLE**

AUTHORIZED SIGNATURE (CLIENT) **IS THIS EMPLOYEE TO CONTINUE ASSIGNMENT? YES NO**

IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO TERMS LISTED ON THIS FORM. PLEASE DRAW A LINE THROUGH UNUSED SPACES ABOVE.

CLIENT INFORMATION

- Client named on the column at left, or client representative does hereby agree that the contracted agency, Associate Staffing and Placement (herein after called A.S.A.P., Inc.):
- 1) Incurs substantial screening, recruiting, administrative and marketing expenses in connection with the employee named also on left column. Client agrees that if they hire the employee without employee completing 520 hrs., client will pay the conversion charge.
 - 2) Client is aware of hours documented in column at left and certifies they are correct, and work provided by employee was completed in a satisfactory manor. Please note a minimum of four hours is required unless a prior agreement has been made between client and A.S.A.P., Inc.
 - 3) Client has not and will not in future instances, without prior permission from A.S.A.P., Inc. (a) assign employee to tasks that have not been previously agreed to by A.S.A.P., Inc. (b) entrust employee with personal or in unprofessional situations such as; unattended premises, negotiable instruments, cash, or other valuables.
 - 4) A.S.A.P., Inc. insurance does not cover and will not take responsibility for loss or damage caused by employee operating client's personal vehicle(s). Client therefore accepts responsibility for the claims, including the defense thereof, involving theft, property damage, fire, bodily injury, collision, cargo damage, or public liability damages sustained or incurred as a result of employee driving such vehicle(s), or as result of a breach in previous agreements made between A.S.A.P., Inc. and client including that which is stated in paragraph 4(a) and 4(b).
 - 5) Client confirms that a prior agreement has been made between A.S.A.P., Inc. and client with respect to the services here under and any future services.
 - 6) A.S.A.P., Inc. will not be held accountable for claims made under its liability or bond insurance unless such claims are reported to A.S.A.P., Inc. in writing by client within 30 day after occurrence.
 - 7) A.S.A.P., Inc. is not responsible for claims for damage to property in our care or employees care, custody, or control.
 - 8) In the event of non-payment of A.S.A.P., Inc.'s invoices by client, client agrees to be responsible for any and all collection expenses including but not limited to attorney's fees, interest, and court costs. All late payments are also subject to an additional late fee.
 - 9) Client accepts the obligation to discuss all matters concerning employee, including but not limited to; employees job assignment, wages, and payroll procedures with A.S.A.P., Inc. and not with employee directly.
 - 10) Client shall indemnify and hold A.S.A.P., Inc., its subsidiaries, affiliates and agents, including the employer of records harmless from any and all claims and damages arising out of client's violations of employment laws including but not limited to OSHA, EEO, and immigration laws.

EMPLOYEE INFORMATION

- 1) Future assignments: You must report in to the A.S.A.P. Business office at the conclusion of each assignment to report your availability. If you do not contact our office, we will assume that you are not available to work. Failure to contact us, without good cause may result in unemployment benefits being denied.
- 2) Absences/Emergencies/Adjustments: If your hours will vary for any reason from your expected work schedule you must notify the A.S.A.P., Inc. office regarding the change and reason for the variation. Any tardiness or absence must be reported directly to the A.S.A.P., Inc. business office and your assigned work supervisor PRIOR to your scheduled start time.
- 3) Lunch: Your lunch will be determined by your immediate supervisor; However, state laws do require you be given at least a 30 min. lunch break per 8 hr. day you work.
- 4) Overtime: Any amount of time worked over 40 hours (Mon.-Sun.) will be paid at time and one half the regular rates. You are only allowed to work overtime if the client first obtains permission from us.
- 5) Recording your time: record all time to the nearest quarter hour in decimal form.
Example: (¼ hr.-15min.=. 25) (½ hr.-30 min.=. 5) (¾ hr.-45min.=. 75)