

# Unique Employment Service

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**ALL TIME CARDS ARE DUE 12PM ON MONDAY! IT IS EMPLOYEE'S RESPONSIBILITY TO  
 SUBMIT TIME. INCOMPLETE TIME CARDS WILL NOT BE ACCEPTED!**

<b>Employee</b>	<b>Phone</b>	<b>Social Security #</b>
<p>I hereby certify that the hours stated below were worked by me during the week designated and were certified by an authorized representative of <i>Halqoo's</i> Client.</p> <p>I understand that I am to call the <i>Unique</i> HR Department at 1-800-824-8367 ext #167 within two business days of completing this assignment to discuss a new job assignment. If I do not, I may lose my right to collect unemployment benefits.</p>		
<b>Employee's Signature:</b> _____		<b>Date:</b> _____
Quality of work <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		
<b>Client Company, Department</b>		<b>Supervisor &amp; Phone</b>
<b>Job site address:</b>		
It is hereby agreed that the hours stated below are correct, and that work was performed satisfactorily. Hours in excess of 40 per week will be billed automatically at time-and-one-half. Supervisor approval indicates acceptance of Terms and Conditions on reverse side of client copy.		
<b>Supervisor's Signature:</b> _____		<b>Date:</b> _____

<b>JOB #</b> _____	<b>ASSIGNMENT START DATE:</b> _____	<b>ASSIGNMENT END DATE:</b> _____
<b>Purchase Order #</b> _____		

Day/Date	IN	OUT	LUNCH	TOTAL	Round to the nearest 1/4 hour
Mon/					
Tue/					
Wed/					
Thu/					
Fri/					
Sat/					
Sun/					
<b>TOTAL REGULAR HOURS:</b>					
<b>TOTAL OVERTIME HOURS:</b>					

White Copy To Unique Immediately, Yellow Copy To Employee, Pink Copy To Client Company

# TERMS AND CONDITIONS

## CLIENT AND EMPLOYEE AGREEMENT

Each of us agrees that no hours will be worked in excess of 8 in any UNIQUE workday or more than 40 in any UNIQUE workweek, unless prior approval is obtained from the local UNIQUE office.

## CLIENT AGREEMENT

It is agreed that the individual signing this time sheet is an authorized representative of the client company and hereby certifies that the hours are correct and that the work was performed satisfactorily. We, the client, agree that overtime work performed by UNIQUE employees is charged at the overtime rate required by law. Payments are due upon receipt of invoice. Interest charged on any unpaid balance will be at a rate of 1 1/2% per month, but not greater than the legal rate of interest, until paid.

Client agrees that no insurance is provided by UNIQUE for physical loss or damage to client's machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of UNIQUE its agents or employees and that UNIQUE shall not be liable for physical loss or damage to said property or loss of said property caused by UNIQUE, its agents, or employees. Also, the customer accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of an UNIQUE employee driving such vehicles.

Client will not entrust UNIQUE employees with the care, custody, or control of cash, negotiable, valuables, securities or other similar property. It is understood and agreed that claims made under the commercial Blanket Bond must be reported in writing to UNIQUE within seventeen (17) days after discovery of the occurrence.

We will furnish UNIQUE employees with a safe place to work as we do for our own employees. We represent that we are familiar with all applicable OSHA requirements and regulations and that we are in compliance with OSHA Hazardous Communication Standards as well as state right-to-know laws. We agree to notify UNIQUE immediately of the presence of any hazardous materials or chemicals in or near the areas where UNIQUE employees are working or may be assigned to work. As UNIQUE employees are assigned to work on our premises and under our supervision, we will indemnify and hold UNIQUE harmless in the event that any OSHA citations are issued and/or any claims are brought based on OSHA violations.

All further services to be provided are also expressly subject to the client's acceptance of these Terms and Conditions.

We the client agree that these Terms and Conditions shall apply to all future orders.

No oral statement of any person shall modify or otherwise affect the foregoing Terms and Conditions.

## LIQUIDATION FEE FOR HIRING A TEMPORARY

Client agrees that use of the employee named on the reverse of this time sheet on either a temporary or permanent basis within six months from date on time sheet will be through UNIQUE. If the client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to UNIQUE, and that a liquidation fee of 1% per thousand of the gross annual salary not to exceed 20% will be paid to UNIQUE. This fee may be paid in a lump sum or the temporary may remain on UNIQUE payroll until fee is satisfied. UNIQUE staff can provide exact figures.

## EMPLOYEE AGREEMENT

I understand that this time card is the record that I was on assignment and worked the hours shown on the face hereof. UNIQUE cannot issue payment without presentations of a time sheet initiated by me and signed by the authorized representative of UNIQUE client. I agree that any time sheet not submitted for payment within ninety (90) days from the end of the work week which it represents will be void and UNIQUE will not be responsible for payment of any work shown thereon.