



P.O. Box 2471, Bala Cynwyd, PA 19004  
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[www.beckertek.com](http://www.beckertek.com)

**Print Name** \_\_\_\_\_

Day	Date	Time In	Time Out	Less Lunch	Daily Hours Total	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Employee Signature _____	<b>Total Hours</b> <b>Minimum: Four (4) Hrs. Per Employee Per Day.</b> Signatures on this form certify that the hours reported are correct, that the work was performed in a satisfactory manner and all parties are aware of and understand all the terms and conditions as stated on this form.
Client Signature _____	
Company Name _____	
Please see below for additional terms and conditions	

**CLIENT INFORMATION TERMS & CONDITIONS**

Client acknowledges that BECKER TECHNICAL STAFFING, INC. (hereafter referred to as BTS) has incurred substantial recruitment, screening, administrative and marketing expenses in connection with hiring of the TEMPORARY EMPLOYEE (hereafter referred to as EMPLOYEE) named above and agrees that in the event Client desires to permanently employ person on a full-time (permanent) basis and notifies us in writing, a "BUY-OUT AGREEMENT" will be arranged. Client will be billed according to our published Fee Schedule For Permanent Employment, a copy of which is available from BTS upon request. It is further agreed that CLIENT SHALL NOT HIRE THE EMPLOYEE NAMED ABOVE WITHIN 14 MONTHS AFTER THE MOST RECENT TEMPORARY ASSIGNMENT WITHOUT CONTACTING BTS IN WRITING. If Client hires EMPLOYEE within 14 months, Client shall become obligated to BTS for a fee according to our published Fee Schedule for Permanent Employment. IF CLIENT HIRES EMPLOYEE AS A CONSULTANT OR INDEPENDENT CONTRACTOR FOR ANY POSITION IN CLIENT COMPANY, OR ANY PARENT, SUBSIDIARY, DIVISION OR AFFILIATE OF CLIENT COMPANY, OR ANY THIRD PARTY TO WHOM YOU REFER OUR EMPLOYEE, WHO EMPLOYS OR ENGAGES OUR EMPLOYEE, CLIENT, PARENT, SUBSIDIARY, DIVISION OR AFFILIATE OF CLIENT COMPANY BECOMES OBLIGATED TO BTS FOR A FEE AS STATED ABOVE. ANY BREACH OF THE ABOVE PROVISIONS SHALL ENTITLE BTS TO RECOVER LIQUIDATED DAMAGES. THE LIQUIDATED DAMAGES WILL INCLUDE OUR PLACEMENT FEE BASED ON THE ANNUAL STARTING SALARY OF THE PERSON EMPLOYED PLUS ANY LEGAL AND COURT COSTS INCURRED.

It is acknowledged, understood and agreed that insurance furnished by us does not cover physical loss or damage caused by the operation of Client Company's equipment, vehicles, automobiles or trucks by our 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 our EMPLOYEE is operating the Client's vehicle or equipment, whether owned or rented.

The client acknowledges his understanding that our invoices are for labor and therefore agrees to pay such invoices within ten (10) days of receipt. Signing this time card shall bind your company to all of the above terms and conditions.