



**Fax to: 713-622-9877**  
**Email to: staffing@pulsestaffing.com**

- Use a separate sheet for each week and each client.
- Must be signed by authorized representative of client company
- Time sheets must arrive by Monday at noon in order for you to be paid by Friday.

BY SIGNING THIS FORM, EMPLOYEE AGREES TO THE TERMS AND CONDITIONS BELOW; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE; AND CERTIFIES NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT UNLESS NOTED IN COMMENTS SECTION BELOW.

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	

COMMENTS:

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DATE	DAY	START TIME	FINISH TIME	LUNCH (½ Hr min)	TOTAL HOURS	Client Initial
	SUN					
	MON					
	TUE					
	WED					
	THU					
	FRI					
	SAT					
<b>TOTAL HOURS FOR WEEK (TO NEAREST ¼ HOUR)</b>						
Client Company					Dept.	
Authorized Signature					Title	
Print Name					Telephone and Extension #	
Client: Please cross out any days not worked before signing. A lunch break of 30 minutes will be applied for each 8 hours worked unless otherwise noted above and approved by client.						

**PULSE STAFFING**

**IMPORTANT FOR CLIENT:** BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS BELOW.

We certify that the hours indicated are correct and the work performed was satisfactory and that the person signing is authorized to sign on behalf of the client ("CLIENT").

CLIENT agrees that the obligation of PULSE STAFFING ("PULSE") to CLIENT is limited to assigning employees with certain skills and abilities and, with regard to such employees, to maintaining personnel and payroll records; calculating and paying wages; withholding and remitting payroll taxes and other government-mandated charges (including workers compensation); hiring, assigning, reassigning, counseling, disciplining and discharging; and handling work-related claims and complaints. CLIENT recognizes that PULSE has an employer-employee relationship with temporary personnel assigned to CLIENT and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., only with PULSE. CLIENT agrees that in the event an assigned employee works for CLIENT more than 40 hours in any work week; CLIENT will pay PULSE one-and-one-half times the agreed-upon billing rate for the assigned employee for all hours worked in excess of 40 hours in any work week.

We understand that PULSE has incurred substantial recruitment, screening, administrative and marketing expense in providing the services of the temporary employee identified on this time sheet. We agree neither directly or indirectly to hire or to use the services of the temporary employee within one (1) year after the last date of the assignment of the employee to us. In the event we or any of our affiliates, or any company to whom we assign this person directly or indirectly, either (i) employ this person on a permanent or temporary basis, (ii) use this person's services in a consulting or freelance capacity, or (iii) use this person's services through another temporary service within one (1) year after this person's temporary assignment ends, we agree to pay PULSE a fee equal to the amount determined by multiplying the total annualized compensation rate of the employee in the new capacity times 20%.

PULSE guarantees satisfaction with is employee's services by extending a four-hour (4) guarantee period. If, for any reason, CLIENT is dissatisfied with the employee assigned to us, PULSE will not charge for the first four (4) hours worked by such employee providing that we contact PULSE before the end of the first four (4) hours. After that period, we agree that the employee assigned by PULSE is satisfactory.

CLIENT has not and will not entrust PULSE employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable securities or instruments, or other valuables and will not authorize such employees to operate machinery or motor vehicles without prior written permission from PULSE. In the event PULSE is not notified, CLIENT accepts full responsibility for claims, including the defense thereof and will indemnify and hold PULSE harmless from any such claim arising out of a PULSE employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. PULSE is not responsible to CLIENT or others for claims made under its fidelity bond, unless such claims are reported to PULSE in writing by the CLIENT within thirty (30) days after occurrence. Under no circumstances will PULSE be responsible for claims arising from work performed by PULSE's temporary employees unless such claims are reported in writing to PULSE by the CLIENT immediately upon discovery, but in no event later than ninety (90) days after the last date of the temporary employee's assignment to CLIENT.

CLIENT agrees that if any invoice is not paid within 30 days from invoice date, interest shall accrue at the rate of 1.5% per month, or the highest rate permitted by law, whichever is lower. In the event it becomes necessary for PULSE to initiate legal action to recover any past due monies, PULSE shall be entitled to recover the costs of such judicial action, including attorney's fees.

CLIENT acknowledges that PULSE is an equal opportunity employer, and agrees that it shall not harass, discriminate or retaliate against any PULSE employee because of his or her race, national origin, color, creed, age, sex, disability, sexual orientation, marital status, religion or other category protected by law.

**IMPORTANT FOR EMPLOYEE:**

In consideration of my hiring and employment by PULSE, I agree not to accept employment directly or indirectly, whether full-time or part-time, with any CLIENT of PULSE to whom I am assigned, and for a period of one (1) year following completion of any assignment with the CLIENT, either directly or as the employee of a third party. I acknowledge that I am responsible for the accuracy of this time sheet and that no adjustments or changes may be or have been made after completion by PULSE's CLIENT.