



Associate Time Sheet

It is the associate's responsibility to turn in a complete timesheet by 12:00 PM the Monday following the work for which time is being submitted. Late and incomplete time sheets will not be processed. Corrections or missing information will be requested and pay will be issued the following week.

Assignment Number: [] Last 4 digits of Social Security #: [] Branch []
Employee Name: [] Customer Name [] Report To: []

Total Hours to the Nearest 1/4 Hour Minimum Assignment 4 Hours

Table with 9 columns: Day, Date, Time In, Lunch Out, Lunch In, Time Out, Daily Hours, Reg Hours, OT Hours*. Rows include Monday through Sunday and a Total row.

Week Ending Date [] Comments []

* Overtime over 40 hrs in the wee

I certify that I worked the hours shown on this card on the days indicated and that this card has been signed by an authorized representative of the Customer. I will contact Talent Tree after completing this assignment, and I understand that if I do not do so Talent Tree will assume that I am unavailable for work and voluntarily quit.

Signature of Employee [] Printed Name of Employee []

TALENT TREE TERMS AND CONDITIONS

- 1. Except as set forth in a separate written agreement signed by both parties, these Terms and Conditions shall govern the rendition of services by Talent Tree.
2. Talent Tree is an Equal Opportunity Employer.
3. Customer shall direct and control temporary employees ("Associates") in the performance of their duties; however Talent Tree shall retain administrative control of Associates, such as hiring, disciplining, counseling and terminating them.
4. Talent Tree will bill Customer weekly (or when assignments end) at agreed upon rates applied to the hours recorded by an Associate on this time sheet.
5. Customer will permit Associates to perform only the job duties approved by Talent Tree.
6. Customer will indemnify, defend, and hold harmless Talent Tree from all suits, claims, causes of actions and costs (including attorney's fees) arising from Customer's intentional misconduct or negligence or the intentional misconduct or negligence of its officers, employees, representatives and agents and from Customer's breach of Paragraph 5.
7. Customer shall pay Talent Tree a "Liquidation Fee" for "Converting" an Associate during his/her assignment and the 180 day period after it ends.
8. Talent Tree makes no warranties of merchantability or fitness and neither party shall be liable for incidental, consequential or punitive damages.
9. This agreement shall be governed by and interpreted in accordance with the laws of the State of Texas and any disputes or questions arising directly or indirectly hereunder shall be resolved in accordance with Texas law without regard to principles of conflict of law.
10. This agreement shall become effective upon signature by Customer or, if not signed by Customer, the performance of any services by an Associate.

Customer: Please sign this time sheet only if the hours for any day or week are correct and there are no any empty spaces in the days worked or hours worked boxes (Customer must cross out any blank spaces). By signing below Customer: (i) certifies that the Associate's hours as shown on this time sheet are correct and that he/she performed the work satisfactorily and (ii) agrees to the above Terms and Conditions.

Printed Name of Customer [] Printed Name of Person Signing [] Signature []