



Employee Time Sheet

For Week ending Sunday _____, 20 ____

DAY	DATE	START	FINISH	LUNCH	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS					

Employee Name (Please Print) _____

Paychecks are available in our office for pick-up on Thursday at noon. Any check not picked up by 4:30 Thursday afternoon will automatically be mailed to the employee providing we have the original or faxed time sheet. **Please make sure your time sheet is faxed to 617-742-0470 by Monday at 10:00am. Paychecks will not be released without an original or faxed time sheet.**

Client Company Agreement

The Client Company hereby certifies that the above hours are correct and that the work was performed in a satisfactory manner, and confirms the prior agreement between HOLLISTER and the Client Company with respect to the services performed hereunder and any further services. The Client Company shall not entrust HOLLISTER employees with unattended premises, cash, negotiables and any other valuables or authorize such employees to operate machinery or motor vehicle(s) without written permission from HOLLISTER in each instance. HOLLISTER'S insurance does not cover loss or damage caused by HOLLISTER employees operating Client Company's owned or leased motor vehicle(s) and Client Company accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo and damage or public liability, damage or sustained or incurred as a result of a HOLLISTER employee driving such vehicle(s). HOLLISTER is not responsible for claims made under its Fidelity Bond unless such claims are reported in writing to HOLLISTER by the Client Company within 30 days after occurrence. Client Company shall indemnify and hold HOLLISTER harmless of such claims and demands arising out of the Occupational Safety and Health Act and the Americans with Disabilities Act as these laws relate to premises owned or controlled by the Client Company and to which HOLLISTER employees are assigned. The Client Company agrees to hold HOLLISTER harmless for any neglect, reckless, or intentional acts, as well as for any incidental or consequential damages resulting there from, of any HOLLISTER employee. The Client Company agrees that in the event HOLLISTER should file suit to collect any monies due of which may hereafter become due, HOLLISTER shall be entitled to recover its reasonable attorney's fee as well as any other costs of debt collection.

Should the client hire a candidate referred by HOLLISTER within six months of the candidate's assignment with the client, a hiring fee is due to HOLLISTER. The Client Company recognizes that there are expenses in maintaining a temporary staff, such as advertising, screening, testing, reference checking, etc. In consideration for the provisions of such services, the client company accepts and agrees that in the event it hires a HOLLISTER employee, it will pay HOLLISTER a placement fee in accordance with the HOLLISTER fee structure in effect at the time of such hiring.

The authorization of this time sheet by the Client Company confirms the accuracy of this information contained herein. HOLLISTER's invoice for the time reflected in this time sheet is due and payable upon receipt. **Payment is due in net 10 days.**

Date

Client Company Representative

Hollister Employee Agreement

Client Company Name

The employee hereby certifies that the hours shown herein were worked by the employee during the week ending with the designated date, and were certified by an authorized representative of the Client Company.

Date

Employee

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Phone 617-654-0200 Fax 617-742-0470 www.hollisterstaff.com