


| DAY | MON | TUES | WED | THURS | FRI | SAT | SUN |  KEY PERSONNEL, INC. 5540 FALMOUTH STREET, SUITE 100 RICHMOND, VA 23230 (OFFICE) 804-716-9450 (FAX) 804-716-9427 |
|---|-----|------|-----|-------|---------------------------------|---------|--|---|
| MO/DAY | | | | | | | | |
| TIME IN | | | | | | | | |
| TIME OUT | | | | | | | | |
| LESS LUNCH | | | | | | | | |
| TOTAL HOURS | | | | | | | | |
| CUSTOMER SIGNATURE INDICATES VERIFICATION OF HOURS WORKED AS SHOWN, AND ACCEPTANCE OF TERMS AND CONDITIONS BELOW. | | | | | TOTAL HOURS TO NEAREST 1/4 HOUR | | EMPLOYEE SIGNATURE CERTIFIES THAT HOURS SHOWN WERE WORKED BY EMPLOYEE AND WERE VERIFIED BY AUTHORIZED REPRESENTATIVE OF CUSTOMER. EMPLOYEE CERTIFIES THAT NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT UNLESS REPORTED, AND THAT IT IS HIS/HER RESPONSIBILITY TO NOTIFY OUR OFFICE WHEN THIS ASSIGNMENT IS COMPLETE AND TO CONFIRM AVAILABILITY FOR WORK. | |
| AUTHORIZED SIGNATURE | | | | | HOURS | MINUTES | | |
| CUSTOMER NAME | | | | | | | EMPLOYEE SIGNATURE | |
| ADDRESS | | | | | | | EMPLOYEE NAME (PRINT) | |
| REPORT TO | | | | | | | SOC. SEC. NUMBER | ASSIGNMENT COMPLETE? <input type="checkbox"/> YES <input type="checkbox"/> NO |

CUSTOMER AGREEMENT

Hours and Performance

It is understood that the individual signing this timesheet is an authorized representative of the company who certifies that the hours as shown are correct and that the work was performed in a satisfactory manner.

Liability

Customer agrees that Key Personnel's employees shall not be entrusted with unattended premises, cash, negotiables, or other valuables nor shall they be authorized to operate machinery or motor vehicles without prior written permission by Key Personnel in each instance. A Key Personnel employee cannot render an opinion on a customer's financial statements nor sign a financial statement or tax return on behalf of Key Personnel. Key Personnel's insurance does not cover loss or damage covered by Key Personnel's employees operating Customer's owned or leased motor vehicles and Customer therefore, accepts full responsibility for claims, including defense thereof, involving bodily injury, property damages, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a Key Personnel's employee driving such vehicle(s) or arising out of or involving violation by Customer of the above. Key Personnel is not responsible for claims made if claims are not reported in writing to it by Customer within ten (10) days of discovery of the occurrence. Customer shall defend, indemnify and save Key Personnel harmless from any and all fines, penalties, and assessments including attorneys' fees, incurred by Key Personnel as a result of any alleged violations of any Federal, State, and Local law, regulations or ordinances relating to health and safety with respect to premises owned or controlled by Customer and to which Key Personnel's employees are assigned.

Employer – Employee Relationship

It is the responsibility of the Customer to supervise and review the work of the assigned Key Personnel employee. The Customer accepts the responsibility to discuss all matters concerning this employment, job assignments, pay procedures, etc. with Key Personnel. The Customer also agrees to accept Key Personnel's 720 hour conversion period for its referred temporary employees to become permanent employees of the customer. If the customer engages the services of a Key Personnel employee as a permanent employee of the Customer or its affiliates, as a temporary employee or as an independent contractor prior to the completion of the 720 hour conversion period within one (1) year after the last day of any assignment through Key Personnel, a conversion fee will come due according to the following. If the Key Personnel referred employee is hired permanently by the Customer, the Customer agrees to pay Key Personnel for the remaining hours of the 720 hour conversion period at the initial agreed upon bill rate. If the Customer utilizes the services of a Key Personnel referred employee as a temporary employee or as an independent contractor, the Customer agrees to pay Key Personnel for the total hours worked by that employee at the initial agreed upon bill rate. The Customer understands that all invoices are due upon receipt.