

# Alternative Employment Specialists

360 Hemdon, Suite 100  
Hemdon, Virginia 20170  
phone 703-889-1063 fax 703-889-1069

NAME (PRINT) \_\_\_\_\_

CUSTOMER \_\_\_\_\_

PLEASE MAIL

PLEASE HOLD

	DATE	Time Started	Time Finished	Less Lunch Time	Total Regular Hrs	Total Overtime Hrs
SUN						
MON						
TUES						
WED						
THUR						
FRI						
SAT						

Employee certifies the above hours are accurate and reflect actual hours worked and that no accident or injury was sustained while working on the assignment unless so noted in the comments section above:

Employee signature: \_\_\_\_\_

Are you returning to this assignment? Yes  No

\*Please telephone ALTERNATIVE EMPLOYMENT SPECIALISTS immediately for reassignment.

### CUSTOMER APPROVAL

Being duly authorized on behalf of the above Customer, the undersigned hereby (1) certifies that the above hours are correct and the work was performed in a satisfactory manner, (2) confirms prior agreement between ALTERNATIVE EMPLOYMENT SPECIALISTS and Customer, with respect to the services performed hereunder and any future services, that (a) Customer recognizes the employee named above is a valued resource of ALTERNATIVE EMPLOYMENT SPECIALISTS, who have incurred substantial recruiting, screening, training, and development costs for said employee. Thus Customer will not employ said above named person for a period of 180 days following completion of assignment to customer, or if customer does decide to employ said person, will pay ALTERNATIVE EMPLOYMENT SPECIALISTS a liquidated Damages Charge based upon ALTERNATIVE EMPLOYMENT SPECIALISTS current fee schedule. (b) Customer shall not entrust ALTERNATIVE EMPLOYMENT SPECIALISTS employees with unattended premises, cash, negotiables or other valuables, or authorize such employees to operate machinery or motor vehicles without prior written permission from ALTERNATIVE EMPLOYMENT SPECIALISTS in each instance. (c) ALTERNATIVE EMPLOYMENT SPECIALISTS insurance does not cover loss or damage caused by ALTERNATIVE EMPLOYMENT SPECIALISTS employees operating Customer's owned or leased motor vehicle(s) and Customer accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage sustained or incurred as a result of a ALTERNATIVE EMPLOYMENT SPECIALISTS employee driving such vehicle(s), or arising out of or involving a violation by Customer of paragraph (2) (b) above. (d) ALTERNATIVE EMPLOYMENT SPECIALISTS is not responsible for claims under its Fidelity Bond, unless such claims are reported in writing to us by Customer within 30 days after occurrence. (3) Customer agrees to pay all costs of collection, including reasonable attorneys' fees and interest, in case the amount due for this time sheet is not paid within 30 days after Customer executed same. (4) Furthermore, the Customer agrees not to expose any ALTERNATIVE EMPLOYMENT SPECIALISTS employee to unnecessary hazard or extra hazard, and not to violate any OSHA or safety law, rule, or regulation (federal, state, or local). The Customer may be held liable as a result of their breach of this agreement.

CUSTOMER SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_