



PHONE: 954-344-4300

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SP DIVISION

CLIENT NAME

WEEK ENDING
_____ _____

EMPLOYEE NAME	DEPT. and/or P.O. #	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		TOTAL	
		START	TOTAL	START	TOTAL	START	TOTAL	START	TOTAL	START	TOTAL	START	TOTAL	START	TOTAL	HOURS	
		FINISH		FINISH		FINISH		FINISH		FINISH		FINISH		FINISH		REG	OT
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	

CLIENT AGREEMENT

Client's signature certifies that the hours shown are correct that the work was performed to the Client's satisfaction and authorizes Xpanse Staffing to bill Client for the hours worked by the named Temporary Employee. Client agrees that the representative who signs this agreement is authorized to do so that Xpanse Staffing may rely upon that signature as binding upon Client and that the time sheets submitted by facsimile transmission and/or submitted via said representative's email shall be acceptable as valid for billing purposes. We (the client) understand that the temporary help supplied by Xpanse Staffing is the result of substantial expense on the part of Xpanse Staffing in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (either as a salaried employee or as an independent contractor) during a temporary assignment or within six (6) months after the temporary assignment, we will pay Xpanse Staffing a settlement fee equivalent to 50% of yearly salary. If Client retains any temporary Employee for a period of at least four (4) hours and fails to advise Xpanse Staffing of any complaints regarding the Temporary Employee, Client is responsible for paying all fees due for services performed by the Temporary Employee. Client shall immediately notify Xpanse Staffing of the completion or termination of a Temporary Employee's assignment. We understand that the supervision of the assigned Xpanse Staffing employee for the agreed upon duties is our (the client) responsibility. We agree not to authorize any Xpanse Staffing employee to operate any motor vehicles, forklifts, automotive or truck equipment without signing a Driver's Release form supplied by the Xpanse Staffing office. We agree not to entrust any Xpanse Staffing employee with cash, negotiable instruments or valuable property without prior written permission from Xpanse Staffing. Without such prior permission we accept full responsibility for any loss or liability caused or incurred by a Xpanse Staffing employee while handling cash, negotiable or other valuables. It is further understood that Xpanse Staffing will not be responsible for any claims arising out of or under its Fidelity Bond unless such claims are reported in writing to Xpanse Staffing within ten (10) working days of the discovery of the alleged wrongful act. We further agree to provide any general or specific training necessary to perform the assignment including safety information regarding exposures to hazardous substances and to insure that the Xpanse Staffing employees use any protective equipment necessary to perform the assignment safely. This Xpanse Staffing employee is compensated on a weekly basis. Therefore we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. Interest will accrue at one-and-one half percent (1 1/2%) per month on any amount remaining unpaid on your account thirty (30) days after billing. We will be billed for the hours shown on the above time sheet at the agreed upon rate. Overtime hours will be billed at one-and-one half times the straight time billing rate. We hereby warrant that we (the client) are in compliance with all the laws, rules and regulations of duty constituted government bodies concerning Xpanse Staffing or any other employees and agree to indemnify and hold Xpanse Staffing harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Xpanse Staffing by reason of our (the client) failure to comply with the same. Additionally, we (the client) warrant that all employees have been given meal and rest periods as mandated by state law. Client acknowledges that Xpanse Staffing is an Equal Employment Opportunity employer and agrees that it shall not harass, discriminate against or retaliate against any Temporary Employee because of his or her race, national origin, age, sex, disability, sexual orientation, mental status or other category protected by law, nor shall client cause or request Xpanse Staffing to engage in such discrimination.

CLIENT SIGNATURE:	
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DATE	
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