



RETURN BY 5:00 P.M. MONDAY
 1661 N. Swan
 Suite 100
 Tucson, AZ 85712
 Ph. 323-8778
 Fax: 323-6793

PLEASE PRINT - COMPLETE ALL REQUESTED INFORMATION

EMPLOYEE LAST NAME _____ FIRST NAME _____

SOCIAL SECURITY NO. _____

TIME CARD NOT VALID AFTER 30 DAYS

DATE		START TIME		LESS LUNCH TIME		FINISH TIME		TOTAL HOURS FOR DAY	
		HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
	MON.								
	TUES.								
	WED.								
	THUR.								
	FRI.								
	SAT.								
	SUN.								

TOTAL HOURS WORKED ON THIS ASSIGNMENT THIS WEEK
 PLEASE ROUND TO THE NEAREST 1/4 HOUR

OVERTIME - -
WEEK ENDING DATE (Sun.) MONTH - DAY - YEAR

CLIENT COMPANY _____

STREET _____ CITY _____

TO OUR CUSTOMERS:

By signing this timecard I have read and agree to abide by the Terms and Conditions as outlined on the back side of this document.

My signature certifies that the hours on this timecard are correct and the work was performed satisfactorily.

CUSTOMER SIGNATURE

EMPLOYEE SIGNATURE

MY JOB ASSIGNMENT IS: CONTINUING COMPLETED

TERMS AND CONDITIONS

FOR OUR CLIENT

It is understood that A&M Personnel Services, Ltd., ("A&M") makes a considerable investment in the selection of each one of its temporary staff (in advertising, screening, testing, training, full-time staff, and general administrative expenses, etc.) and that, if we put an A&M employee on our payroll or cause another person or entity to hire an A&M employee, a settlement is in order. Because each situation is unique, details of a settlement, whether by 480 completed continuous hours or by cash settlement, will be arranged with A&M management. It is understood that only when an A&M employee is to become an employee of our company and is to be on our payroll and receive our company benefits shall any transfer be considered.

It is understood that there is a minimum charge per employee of four hours for any one day worked.

We agree that all overtime work will be approved by our staff and that time and one-half is charged for all work performed over 40 hours per week and additionally as required by law.

It is understood that we will not authorize an A&M employee to operate machinery (other than office machines) or automotive equipment without prior written approval of A&M. We agree that we assume the responsibility for all design defects and product liability during the time we direct and control A&M employees and that we will provide appropriate insurance at our own expense.

We agree that A&M employees are not to carry, use, or discharge any firearms or other deadly weapons without prior written approval of A&M and that we will hold A&M harmless from any and all claims and liabilities resulting from the unauthorized use of firearms, other deadly weapons, or machinery and equipment by A&M employees.

If an A&M employee is injured during an assignment to us, we will promptly notify the A&M office.

An A&M employee may not handle cash, negotiables or other valuables without the written consent of A&M and then only under your direct supervision. A&M will have no responsibility for fidelity bond claims unless we file a report within 10 days of discovery, file a police complaint, and cooperate fully in the investigation and subsequent prosecution.

We agree that A&M is not responsible for claims made under its fidelity bond unless such claims are reported to it in writing by us within 10 days after occurrence.

It is understood that, should A&M file suit to collect any money that is due or that will become due hereunder, the prevailing party will be entitled to reasonable attorney fees and costs of collection.

No oral statement of any person shall modify or otherwise affect the foregoing terms and conditions.

FOR OUR EMPLOYEE

I understand that I must notify A&M within 24 hours upon completion of each assignment or A&M will assume I have voluntarily quit their employment.

I will promptly notify A&M if I am injured during an assignment.

I will not operate any vehicle, machinery or equipment, or carry, use, or discharge any deadly weapon without prior written approval of A&M.

I will not work any overtime hours without prior approval of A&M.