

**BLUE RIBBON PERSONNEL PAYROLL OFFICE
 FAX (916) 933-7088
 PLEASE CALL TO VERIFY RECEIPT**

	WEEK ENDING SUNDAY
COMPANY	BRANCH

EMPLOYEE NAME (PRINT)

EMPLOYEE NUMBER

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EMPLOYEE SIGNATURE

X

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE; CERTIFIES THIS TIME CARD REPRESENTS AN ACCURATE REFLECTION OF HOURS WORKED DURING THIS PAY PERIOD, HAS TAKEN ALL MEAL AND REST BREAKS TO WHICH ENTITLED AND THAT NO INJURIES WERE SUFFERED.

DAY	DATE	HOURS TO NEAREST QUARTER HOUR					
		STARTED	MEAL OUT	MEAL IN	FINISHED	REG HRS.	O.T. HRS.
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							

	REGULAR	OVERTIME
COMMENTS:	TOTAL	TOTAL
DEPARTMENT:		

PLEASE PRINT NAME (CLIENT)	TITLE
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AUTHORIZED SIGNATURE (CLIENT)	IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM.
PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE.

CLIENT INFORMATION

"Client" named on the reverse side, hereby agrees that Blue Ribbon Temporary Personnel (hereinafter called "Contractor"):

- (1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee within 90 days after this date, Client will pay Contractor's conversion charge which is based on hours billed on this assignment and/or annual salary.
- (2) Client confirms the Contract for Employee Services between Contractor and Client with respect to the services performed hereunder and any future services.
- (3) Client has not and shall not in the future without prior written permission from Contractor in each instance, (i) entrust Employee with unattended premises cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job order. Client hereby releases Contractor from any loss of any nature suffered by Client arising from Employee's conduct described in this paragraph that did not have the Contractor's written approval. Client shall indemnify and hold Contractor harmless from any claims of any nature, including the defense thereof, arising from Employee's conduct described in this paragraph that did not have Contractor's written approval.
- (4) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after the occurrence.
- (5) Contractor is not responsible for claims or damage to property within Contractor's or Employee's care, custody and control.
- (6) Contractor will bill for services weekly. Invoices are due and payable upon receipt. The balance due on any account that is more than 30 days past due shall bear interest at the rate of 18% per annum. The exclusive venue for any legal action arising out of this transaction shall be El Dorado County, California. In any such legal action, the prevailing party shall be entitled to recover reasonable collection expenses including interest, attorney's fees and any other relief that the court may order.
- (7) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignment, wages and payroll procedures with Contractor and not with Employee directly.
- (8) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from all claims and damages arising out of Client violation of employment laws including without limitation, OSHA and EEO, and immigration laws.

EMPLOYEE INFORMATION

- (1) Recording Your Time. Report all time to the nearest 1/4 Hour. Do not show odd minutes.
- (2) Overtime. All authorized work in excess of applicable state or federal law and/or applicable company policy will be paid at the appropriate overtime rate. You are permitted to work overtime only if the client requests and approves such work. Approval must be obtained by the client before overtime can be authorized.
- (3) Lunch. Your lunch period will be determined by the supervisor to whom you are assigned. If you work in excess of six (6) hours a day, the law requires you take a minimum of one half (1/2) hour for lunch.
- (4) Absence - Call Us At Once. We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.
- (5) Future Assignments. If you do not contact us after each assignment we will assume you are not available for work.



BLUE RIBBON PERSONNEL SERVICES
985 Governor Drive
El Dorado Hills, CA 95762