



BARBARA DAVIS EMPLOYMENT SERVICES

200 SCHULTZ DR. • RED BANK • 07701
(732) 219-9552 FAX (732) 219-9554
<http://www.barbaradavis.com>

Leave gold copy with company - Employee retain pink copy
Mail white and yellow copy promptly

BOTH SIGNATURES REQUIRED FOR CHECK TO BE ISSUED.

WEEK ENDING DATE SUNDAY _____

COMPANY _____

DEPARTMENT _____

ADDRESS _____

TELEPHONE # _____

I hereby certify that the hours below were worked by me during the week ending shown above, and are properly certified by an authorized representative of the named Company at the bottom herewith.

EMPLOYEE SIGNATURE _____

PRINT NAME _____

Use nearest quarter hour in decimals (.25=15 min.; .50=30 min.; .75=45 min.)

Day	Date	Time Started	Time Finished	Less Lunch Period	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

TOTAL HOURS FOR WEEK _____

NUMBER OF HOURS APPROVED BY MGR./SUPR. _____

Client approval indicates acceptance of terms and conditions on reverse side. A fee of 15% of the annual salary will be charged should this BD Temp be transferred to a payroll other than BD Temps, Inc. prior to 595 hours.

MANAGER/SUPERVISOR _____

PRINTED NAME _____

TITLE _____

SIGNATURE _____

(Rev. '06)

CLIENT AGREEMENT

It is understood that the individual signing this time card is an authorized representative of the company and hereby certifies that the hours are correct and that the work was performed satisfactorily.

Barbara Davis Employment Services' (BDES) work week runs from Monday through Sunday. Any hours over 40 per week will be billed at the overtime rate of one and one half times the regular time bill rate.

Client agrees that utilization of the employee named on the reverse of this time card on either a temporary or permanent basis within 1-year from date on this time card will be through BDES.

Client agrees that the utilization of the employee was for professional office staffing only. Should the employee be assigned the responsibility for any accounting, bookkeeping, or the handling of cash, checks, securities or other valuables, BDES must be informed.

If the client desires to hire this person on a full-time regular basis, it is agreed that notification of this intent will be given to BDES and that the person will remain on BDES payroll for a period of 595 hours from the start date of this individual's assignment. Company will pay a liquidation fee of 15% of the annual salary should they wish to transfer BDES temp named on this card to a payroll other than BDES prior to 595 hours. Your account must be paid in full, including the closing fee, before transferring the candidate to another payroll.

Finance charge (daily periodic rate of .0493% - 18% annually) will be added to past-due items after 30 days.