



WEEK ENDING SUNDAY		

Timecard must be received by Beacon Staffing no later than 5:00 PM on the Monday following the week worked to be paid on a timely basis.

EMPLOYEE NAME						
CLIENT COMPANY NAME						
					ASSIGNMENT COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No	
PAYCHECK <input type="checkbox"/> Mailed <input type="checkbox"/> Hold						
DAY	DATE	TIME		LESS	REG.	O.T.
		START	FINISH	LUNCH	HOURS	HOURS
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
					REGULAR OVERTIME	
					HRS	MIN
					HRS	MIN

Min. 4 hours required      **TOTAL HOURS FOR WEEK**  
\*Round hours to nearest 1/4 hour

I hereby certify that the hours shown hereon were worked by me during the week designated and were certified by an authorized representative of the Client. I agree to notify BSA should Client wish to hire me during the contract period. I understand that I am to contact the BSA office after completing this assignment to discuss another assignment, and, if I do not do so, BSA may assume that I am not then available for work.

EMPLOYEE'S SIGNATURE

It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours stated above are correct, and that work was performed satisfactorily. Hours in excess of 40 per week will be billed automatically at time-and-one-half. We (the Customer) understand that Beacon Staffing Alternatives service has been made possible by a substantial investment in advertising, recruiting, screening and training of their personnel. In the event that we choose to hire the above named employee, we agree that the employee must either work a required number of hours (720) at our company while in the employ of BSA or we will pay a liquidation damage fee. "Hire" means our contracting for the employee's services directly or indirectly, e.g., through an affiliate or a separate employer. We agree to pay a fee of 1% per thousand dollars of the person's annual salary with a minimum of \$1,440 and a maximum of 20%. Authorized client approval indicates acceptance of Terms and Conditions on reverse side of client copy.

AUTHORIZED CLIENT SIGNATURE      # HOURS APPROVED

White & Hard Copy: BSA      Yellow Copy: Client      Pink Copy: Employee