

<b>YOUR NAME</b>						
<b>SOCIAL SECURITY NUMBER</b>	*** — ** —					
<b>ASSIGNMENT COMPLETE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WEEK ENDING SUNDAY</b>	<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>
	YES	NO				



phone (661) 254-4026  
 fax (800) 331-SAGE  
 (7243)

DIRECT DEPOSIT  
 MAIL CHECK  HOLD CHECK

<b>COMPANY NAME</b>	
<b>DEPARTMENT</b>	

	DATE	START		FINISH		LESS LUNCH		TOTAL HOURS		OFFICE USE	
		HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES		
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
I certify that these hours are correct. My signature on this timesheet confirms that I have taken all of my meal breaks and rest breaks as required by company policy and applicable law. I will call SAGE Staffing when I am available to work.										TOTAL	
Employee Signature											

<b>CLIENT AGREEMENT</b>	
<p>As an authorized representative of the above client, I understand that if we wish to hire this SAGE employee we will notify SAGE Staffing our intent and agree to keep this employee on SAGE's payroll for a minimum of 90 days or pay a conversion fee. In addition, I understand and will abide by the terms and conditions stated on the reverse side.</p>	
SUPERVISOR'S SIGNATURE _____	
TITLE _____	

Please retain a copy for your records.

### CLIENT AGREEMENT

CLIENT'S signature certifies that the hours shown are correct, that the work was performed to the CLIENT'S satisfaction and authorizes SAGE 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, and that SAGE may rely upon that signature as binding upon CLIENT.

CLIENT acknowledges that SAGE has incurred substantial recruitment, screening, administrative and marketing expenses with respect to its Temporary Employees. Accordingly, CLIENT agrees not to directly or indirectly offer to hire, or engage as an independent contractor any Temporary Employee assigned to CLIENT by SAGE for a period of 1 (one) year after completion of the Temporary Employee's assignment.

CLIENT agrees to provide a safe and harassment/discrimination free work environment. CLIENT agrees to provide all necessary and appropriate safety equipment and training. CLIENT agrees to report to SAGE all injuries to and complaints by the Temporary Employee.

CLIENT agrees that it will not entrust SAGE Temporary Employees with unattended premises, cash, checks, or other valuables without prior written agreement from SAGE.

CLIENT agrees to payment terms of NET DUE UPON RECEIPT of invoice.