

**TIMECARDS ARE DUE BY MONDAY OF THE FOLLOWING WEEK**



**PHONE:** (661) 254-4026

**FAX:** (800) 331-7243

MAIL CHECK     
  DIRECT DEPOSIT     
  **SELECT ONE**     
  HOLD CHECK

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

<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										
								<b>TOTAL</b>		

I certify that these hours are correct. My signature on this timesheet confirms that I have taken all 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.

EMPLOYEE SIGNATURE

<b>CLIENT AGREEMENT</b>
As an authorized representative of the above Client, I understand that if we wish to hire this SAGE employee, we will notify SAGE Staffing of 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 below.
SUPERVISOR'S SIGNATURE
TITLE
PHONE NUMBER

**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 as their own Employee 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, credit cards, checks or other valuables without prior written agreement from SAGE. CLIENT agrees that SAGE Temporary Employees will not perform errands for you that involve driving their own vehicle or your vehicle without prior written agreement from SAGE.

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