

COMPANY ASSIGNED TO	WEEK ENDING SUNDAY / /
ADDRESS	CITY



THE RESOURCEFUL HUMAN RESOURCE
BOLDERSTAFFING
 3303 30th Street Boulder, CO 80301 Tel 303-444-1445 Fax 444-1645

EMPLOYEE MUST FILL IN BELOW

<input type="checkbox"/> DIRECT DEPOSIT OR <input type="checkbox"/> PAYCARD PLEASE PRINT YOUR NAME CLEARLY TO AVOID ANY PAYROLL DELAYS.	SOCIAL SECURITY NUMBER XXXXXX XXXXXX
	EMPLOYEE NAME – PRINT CLEARLY

EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY THE CLIENT.

EMPLOYEE SIGNATURE
 X

CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDE HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORILY.

CLIENT AUTHORIZED SIGNATURE X	TITLE
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CLIENT PRINTED NAME

DAY	DATE	HOURS TO NEAREST QUARTER HOUR				
		START	FINISH	(LUNCH)	REG. HOURS	OVERTIME HRS.
MON						
TUES						
WED						
THU						
FRI						
SAT						
SUN						

DRAW LINE THROUGH DAYS NOT WORKED

				REGULAR		OVERTIME	
				HOURS	MIN	HOURS	MIN

WRITE TOTAL HOURS WORKED (IN WORDS) HERE

TOTAL HOURS TO NEAREST QUARTER HOUR	TOTAL HOURS
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THE TRANSFORM GROUP • 1-800-226-2564 OR 770-729-8585 • FAX 770-729-9191



EMPLOYEE INFORMATION

CALL US AT ONCE: WHEN YOU ARE LATE OR IF YOU CANNOT WORK THE PRESCRIBED HOURS, OR IF YOU WON'T BE ABLE TO REPORT FOR WORK.

RECORDING YOUR TIME: REPORT ALL TIME TO NEAREST 1/4 HOUR. DO NOT SHOW ODD MINUTES. REPORT TOTAL HOURS WORKED AS DIRECTED.

LUNCH: YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR TO WHOM YOU ARE ASSIGNED.

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 AWAIT YOUR RETURN.

OVERTIME: ALL AUTHORIZED WORK YOU PERFORM IN EXCESS OF 40 HOURS PER WEEK (MON-SUN) WILL BE AT TIME AND ONE HALF THE REGULAR RATE. YOU ARE PERMITTED TO WORK OVERTIME ONLY IF THE CLIENT REQUESTS AND APPROVES SUCH WORK. APPROVAL MUST BE OBTAINED FROM US BY THE CLIENT BEFORE OVERTIME CAN BE AUTHORIZED.

FUTURE ASSIGNMENTS: IF YOU DO NOT CONTACT US AFTER EACH ASSIGNMENT, WE WILL ASSUME YOU ARE NOT AVAILABLE FOR WORK, AND YOU HAVE VOLUNTARILY QUIT.

CLIENT INFORMATION

ADDITIONAL TERMS AND CONDITIONS

Being duly authorized on behalf of the above client, (1) the undersigned hereby acknowledges that the personnel service named on the reverse side hereof incurs substantial recruitment, screening, administrative and other marketing expenses in connection with the temporary employee named on the reverse side, and Client agrees that if the Client should hire the employee named on the reverse side within 180 days after this date, without agreement from Bolder Staffing, Inc. (BSI), the Client will pay Liquidated Damages (fee schedule available from BSI upon request). (2) Client certifies that the above hours are correct and that the work was performed in a satisfactory manner. (3) Client may be contacted by BSI for confirmation of time worked in excess of 50 hours per week: (4) Client confirms prior agreement between BSI and Client with respect to the services performed hereunder and any future services; (a) Client shall not entrust BSI's employees with unattended premises, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from BSI in each instance. (b) BSI's Insurance does not cover loss or damage caused by BSI's employees operating Client's owned or leased motor vehicle(s), and Client therefor accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph (4)(a), above; (c) BSI is not responsible for claims made under its fidelity bond unless such claims are reported to it in writing by Client within 30 days after occurrence; (d) Client shall indemnify and save BSI harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which BSI's employees are assigned. The Client recognizes BSI's employer relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with BSI.

The client agrees to pay all invoices per terms and finance charges of one and one half percent (1-1/2%) per month (18% per annum) on charges over thirty (30) days and reasonable attorney's fees and expenses of collection if BSI engages an attorney to enforce payment of any charges incurred.