



**FAX TIME CARDS TO  
(925) 396-6107  
MUST BE RECEIVED BY NOON ON MONDAY**

Star Customer Name: \_\_\_\_\_

Terms: Net 15 Days as of Invoice Date

Star Employee: \_\_\_\_\_

Social Security #: (FIRST 3 DIGITS) \_\_\_ \_\_ -XX-XXXX

Title:  Starceptionist  StarTasker I  StarTasker II  StarTasker III

Paycheck:  Mail/Direct Deposit  Pickup Assignment Complete:  Yes  No

DATE	START TIME	DURATION OF LUNCH	END TIME	REGULAR HRS WORKED	OVERTIME HRS	OVERTIME AUTHORIZED
<b>Weekly Totals</b>						

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EMPLOYEE:** Workweek is Monday through Sunday midnight. Falsifying hours or forging a customer's signature is illegal and constitutes grounds for termination. This time card supercedes all previous versions. This timecard must be completed in full and sent in no later than noon on Monday to receive paycheck. ALL time cards received after noon on Monday will be paid the following week. All overtime work must be authorized. Working unauthorized overtime may be grounds for termination.

**Terms and Conditions**

The individual signing this time sheet is an authorized representative of the company (Client) and hereby:

- (1) Certifies that the above hours are correct and that the work was performed in a satisfactory manner.
- (2) Understands that the temporary help supplied by StarTemps, Inc. is the result of substantial expense on the part of StarTemps, Inc. in terms of time and money for the advertising, screening, testing and development of its personnel. Therefore in consideration for this service, Client agrees that if any employee named herein is employed by Client during temporary assignment or within nine months after the temporary assignment. Client will pay StarTemps, Inc. a conversion fee, consistent with the Employee Conversion Agreement, equivalent to our direct hire conversion fee of 20% of the first year's annualized compensation of the employee upon hire.
- (3) Confirms prior agreement between StarTemps, Inc. and Client with respect to the service performed hereunder and any future services that
  - (a) Client shall not entrust StarTemps, Inc. employee with unattended premises, cash, negotiables or other valuables or authorized such employee to install or service Client products or equipment or to operate machinery or motor vehicles without prior written permission from StarTemps, Inc. in each instance.
  - (b) StarTemps, Inc. insurance does not cover loss or damage caused by StarTemps, Inc. employees installing or servicing Client product(s) or equipment or operating Client-owned or leased motor vehicle(s) and Client therefore accepts full responsibility for and shall defend, indemnify and hold StarTemps harmless for any and all claims including, but not limited to, involving bodily injury, tangible and intangible property damage including real property, data, media, research and development, intellectual property or any other, fire, theft collision, cargo damage or public liability damage sustained or incurred as a result of damage or public liability damage sustained or incurred as a result of StarTemps, Inc. employees performing such tasks or driving such vehicle(s) or arising out of or involving violations by Client paragraph (3)(a) above. Any loss of use or business income including any extra expenses as a result is assumed by Client.
  - (c) StarTemps, Inc. is not responsible for claims made under its Fidelity Bond unless Client reports such claims in writing to it within 10 days after occurrence.
  - (d) Client shall defend, indemnify and hold StarTemps, Inc. harmless from any and all claims, fines, penalties, or assessments, including attorneys' fee incurred by StarTemps, Inc. as a result of any alleged violations of any Federal, State or local law, regulation or ordinance relating to health and safety and with respect to premise owned or controlled by Client and to which StarTemps, Inc. employees are assigned.
  - (e) In addition, Client shall indemnify and hold StarTemps, Inc. harmless for any and all claims arising out of the performance of StarTemps, Inc.'s employee duties on behalf of the Client.
  - (f) Unless otherwise agreed upon, the undersigned promises to pay StarTemps, Inc. at its lock box for all purchases within 15 days of the date of invoice and further agrees to pay service charges at the highest rate allowed by law on all amounts outstanding and not paid within the terms of sale. StarTemps, Inc. reserves the right to suspend the advance of credit under this agreement at any time without prior notice. In the event that it is necessary to place this account with an attorney or collection agency for collection, or suit is instituted on this account, such suit may be brought in Santa Clara County, California, at seller's option. The undersigned agrees to pay reasonable attorneys' or collection fees and cost in addition to the delinquent account including any service charges.
- (4) The Client recognizes StarTemps, Inc. employer-employee relationships with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignment, pay procedures, etc. with StarTemps, Inc. Moreover, Client acknowledges that it has received a copy of StarTemps' Employee Handbook and agrees that it shall provide StarTemps personnel with a workplace free of hazardous materials and other unsafe working conditions, and free of unlawful harassment and/or discrimination. Client agrees that it shall immediately contact StarTemps in the event it has notice that StarTemps' employees are subject to of any unsafe working conditions or any unlawful harassment or discrimination.
- (5) Duplicates of time cards signed by Client, including but not limited to documents received via telecopier, Xerox copies or carbon copies, shall have the same force and effect as original, or "wet-signed," time cards, and shall be as binding on Client as the original would be. By signing this time card, Client waives any objection to the use of a duplicate of the time card in any judicial proceeding to recover payments due to StarTemps, Inc.

Authorized Star Customer (client) Signature: \_\_\_\_\_ Date: \_\_\_\_\_