



PRO SEARCH, INC.
 P.O. BOX 7489
 PORTLAND, ME 04112-7489
 TEL: (207) 775-7600
 FAX: 1-866-535-8176

COMPANY NAME	WEEK ENDING SUNDAY		

SUPERVISOR _____

EMPLOYEE NAME	<input type="checkbox"/> HOLD MY CHECK <input type="checkbox"/> MAIL MY CHECK									
SOCIAL SECURITY NUMBER <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="font-size: 2em; font-weight: bold;">X</td> <td style="font-size: 2em; font-weight: bold;">X</td> <td style="font-size: 2em; font-weight: bold;">X</td> <td style="font-size: 2em; font-weight: bold;">X</td> <td style="font-size: 2em; font-weight: bold;">X</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>		X	X	X	X	X				
X	X	X	X	X						

EMPLOYEE SIGNATURE
X

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

DAY	DATE	HOURS TO NEAREST QUARTER HOUR				
		STARTED	FINISHED	LESS LUNCH	REG. HOURS	O.T. HOURS
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

<i>Please draw a line through days not worked above.</i>	REGULAR		OVERTIME	
	HRS.	MIN	HRS.	MIN

CLIENT: PLEASE WRITE TOTAL HOURS IN WORDS TO NEAREST QUARTER HOUR ABOVE	TOTAL HOURS ▶
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PLEASE PRINT NAME (CLIENT)	TITLE
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AUTHORIZED SIGNATURE (CLIENT) X	IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
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IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE.

CLIENT INFORMATION

Client named on the reverse side, or their representative, hereby agrees that:

- (1) Pro Search, Inc. incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee within 6 months from the end of this assignment, Client will pay Pro Search, Inc.'s conversion charge.
- (2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner
- (3) Client confirms the prior agreement between Pro Search, Inc. and Client with respect to the services performed hereunder and any future services.
- (4) Client has not and shall not in the future without prior written permission from Pro Search, Inc. in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time client placed the job order.
- (5) Pro Search, Inc.'s insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and client therefore accepts full responsibility of claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii) above.
- (6) Pro Search, Inc. is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Pro Search, Inc. in writing by Client within 30 days after occurrence.
- (7) Pro Search, Inc. is not responsible for claims for damage to property within Pro Search, Inc.'s or Employee's care, custody and control.
- (8) In the event of Client's non-payment of Pro Search, Inc.'s invoices, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Pro Search, Inc. and not with Employee directly.
- (10) Client shall indemnify and hold Pro Search, Inc., its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

EMPLOYEE INFORMATION

- (1) **Recording Your Time.** Report all time to the nearest 1/4 Hour. Do not show odd minutes.
- (2) **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.
- (3) **Lunch.** Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of one half (1/2) hour for lunch.
- (4) **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 awaiting your return. When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.
- (5) **Paychecks.** Hours worked must be called in by 9:00 a.m. Monday of the following week to ensure your paycheck is processed. Checks will not be mailed or released until we receive your original time sheet signed by our client.