

JOB LOCATION		WEEK ENDING SUNDAY	
ADDRESS		CITY	
EMPLOYEE NAME		SOCIAL SECURITY NO.	
EMPLOYEE SIGNATURE		EMPLOYEE SIGNATURE	
CLIENT SIGNATURE		CLIENT SIGNATURE	
AUTHORIZED SIGNATURE		TITLE	
CLIENT		CLIENT	



Austin Fax (512) 469-9577
D/FW Fax (972) 960-6115
Denver Fax (303) 426-5535
Houston Fax (713) 781-8498
San Antonio Fax (210) 348-8476

DAY	DATE	HOURS TO NEAREST QUARTER HOUR			
		START	FINISH	(LUNCH)	
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
TOTAL HOURS TO NEAREST QUARTER HOUR.				HOURS	QTR. HR.

DRAW LINE THROUGH DAYS NOT WORKED

FORM BG-TC5001 REV. 5/01

WHITE COPY - BG PERSONNEL YELLOW COPY - EMPLOYEE PINK COPY - CLIENT

EMPLOYEE INFORMATION

- NEVER CALL THE CLIENT. IF YOU ARE LATE OR CANNOT WORK THE ASSIGNED HOURS, CALL US. DO NOT CALL THE CLIENT.
- RECORDING YOUR TIME: REPORT ALL TIME TO THE NEAREST QUARTER HOUR. DO NOT RECORD MINUTES.
- LUNCH: THE LENGTH OF YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR AT THE CLIENT TO WHOM YOU ARE ASSIGNED.
- FUTURE ASSIGNMENTS: YOU MUST CONTACT US UPON THE COMPLETION OF EACH ASSIGNMENT. IF YOU FAIL TO DO SO, WE MAY ASSUME THAT YOU HAVE VOLUNTARILY QUIT WITHOUT GOOD CAUSE ASSOCIATED WITH THE WORK WHICH MAY RESULT IN THE DENIAL OF YOUR UNEMPLOYMENT BENEFITS.

CLIENT INFORMATION AND CONDITIONS

- Being duly authorized on behalf of Client, the undersigned hereby:
 - 1) Acknowledges that the temporary employment service named on the reverse side hereof (the "Service"), incurs substantial recruitment, screening, administrative and marketing expenses in connection with the temporary employee named on the reverse side hereof, and agrees that if the Client utilizes said employee, Customer shall pay to Agency the Placement Fee as set forth on the Fee Schedule for candidates employed by customer. Payment shall be due within ten (10) days of Agency's invoice. If Customer employs, directly or indirectly at any location or property owned or managed by the customer, any individual submitted by Agency within 180 days of introduction, Customer shall pay the fee to Agency.
 - 2) Certifies that the hours stated on the reverse side are correct and that the work was performed in a satisfactory manner; and
 - 3) Confirms that with respect to the services performed hereunder and any future services that:
 - a) The Client shall not entrust the Service's employees with cash. If said employees are entrusted with negotiables, or other valuables, the Client assumes full responsibility thereof. The Client shall not authorize said employees to operate machinery or motor vehicles without prior written permission from the Service in each instance. The Service shall not be liable for any unlawful actions, injuries or harm caused by said employees;
 - b) The Service's insurance may not cover loss or damage caused by or arising out of a violation by Client of paragraph (3) (a), above;
 - c) The Service shall not be responsible for claims made under its commercial crime policy unless such claims are reported to it in writing by the Client within thirty (30) days after the occurrence of the claim; and
 - d) The Client shall indemnify and save the Service harmless from all 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 the Service's employees are assigned. The Client recognizes the Service's employer relationship with said employees, and agrees to notify the Service of all disputes concerning conditions of employment, job assignments or pay procedures prior to taking any action concerning the dispute.
 - 4) This agreement is entered into and performable in the State of Texas. In the event enforcement becomes necessary, then venue will be in the courts of Dallas County, Texas.

FORM BG-TC5001 REV. 1/05