

Employee Name:						ROYAL STAFFING SERVICES TIMECARD	
Company Name:				Weekending date:		FOUR HOUR MINIMUM PER EMPLOYEE PER DAY PER CLIENT: Your signature certifies approval of hours and acceptance of the terms below.	
Client's Signature:							
Date	Day	Time in	Lunch Out	Lunch Return	Time Out	Total Reg Hrs	Total O.T. Hrs
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
TIME CARDS MUST BE RETURNED TO ROYAL STAFFING ON OR BEFORE 7:00 a.m THE MONDAY AFTER THE WEEK YOU WORKED TO BE PROCESSED TIMELY.						Total	Total
For Royal Accounting Department Only				MY ASSIGNMENT IS:		Employee's Signature:	
Fax: (818) 981-1338 or (805) 494-4365	Reg Hrs	O/T Hrs	D/T Hrs	Paid Sick Time	Complete and I Have Advised Royal: <input type="checkbox"/>		
Mail: Royal Staffing Services P.O. Box 3725 Thousand Oaks, CA 91359					Continuing Next Week: <input type="checkbox"/>		

CLIENT AGREEMENT

The client signing this time sheet agrees they are an authorized representative of the client company and hereby certifies that the hours worked as indicated on this time sheet are true and that the work was performed in a satisfactory manner.

This Royal Staffing Services employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment terms are net seven (7) days. We (the client) will be billed for the hours shown on this time sheet at the agreed upon bill rate. If a Royal Staffing temporary employee works overtime the overtime hours will be billed as follows:

One and one half (1 1/2) times the agreed upon bill rate for all hours worked in excess of eight (8) hours but less than twelve (12) hours in any 24 hour period, hours worked in excess of forty (40) hours in any seven (7) day workweek and the first eight (8) hours on the seventh (7th) consecutive day of work. Double time will be billed at two (2) times the agreed upon bill rate for any hours worked in excess of twelve (12) hours in a workday or for any hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work. Overtime and double-time can only be worked with prior approval of the supervisor at the client company and should be initiated by that supervisor on the timecard.

In the event of failure to pay the charges of Royal Staffing Services (whether for temporary services or settlement fees) when due, we (the client) shall pay all collection costs and / or litigation costs plus reasonable attorney's fees.

We (the client) understand that the temporary help supplied by Royal Staffing Services is the result of substantial expense on the part of Royal Staffing Services in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration of this service we (the client) agree that if any employee named herein is employed by us, our associates, or affiliates either as a salaried employee or as an independent contractor during a temporary assignment or within one (1) year after the temporary assignment, we (the client) will pay to Royal Staffing Services a settlement fee equivalent to the current Royal Staffing Services permanent placement fee.

We (the client) agree not to authorize any Royal Staffing Services employee to operate any motor vehicles, automotive or truck equipment or forklifts or to use their own vehicle as a part of their job.

We (the client) agree to accept full responsibility for any bodily injury, physical or property damage, or liability, including fire, theft, or collision caused or incurred by a Royal Staffing Services employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We (the client) agree not to entrust any Royal Staffing Services employee with cash, negotiable instruments or other valuable property without the prior written permission from Royal Staffing Services. Without such prior permission, we (the client) accept full responsibility for any loss or liability caused or incurred by a Royal Staffing Services employee while handling cash, negotiable instruments or other valuables.

We (the client) further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances and to insure that Royal Staffing employees use any protective equipment necessary to perform the assignment safely.

We (the client) additionally agree to contact Royal Staffing Services immediately if a temporary employee is injured while working at your (the client's) facility.

We (the client) hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted government bodies concerning Royal Staffing Services employees or any other employees and agree to indemnify and hold Royal Staffing Services harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against Royal Staffing Services by reason of our (the client's) failure to comply with same.

Please email the completed timecard to:

or

Fax to:

or

Mail the original to:

barbara@royalstaffing.com

818 981-1338 or 805 494-4365

**ROYAL STAFFING SERVICES
P.O. Box 3725
Thousand Oaks, CA 91359**

